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FLORIDA DEPARTMENT OF  
EDUCATION  
fldoe.org

Pam Stewart  
Commissioner of Education

December 12, 2014

Evelyn Chastain  
Clay County School District  
23 South Green Street  
Green Cove Springs, FL 32043

Dear Ms. Chastain:

We are pleased to inform you that Clay 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

## CLAY Title I, Part A Parental Involvement Plan

I, Charlie Van Zant, Jr. , 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 School District of Clay County, recognizing parents as full partners in their child's education, will promote meaningful, two-way communication between the school and home and encourage active parental participation in programs, activities, and decisions involved in the education of their child.

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## Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

**Response:** The group responsible for the development, implementation and evaluation of the LEA Parent Involvement plan is the District Parent Advisory Council, made up of representatives nominated by parents and school staff of all Title I eligible schools and participating private schools.

During the LEA meetings, the District Parent Advisory Council members will engage in developing plans to implement the six areas of parent involvement (communicating, parenting, student learning, volunteering, school decision making and advocacy, and collaborating with the community). Additionally, the PAC will review and provide input on the contents of the Title I part A Project application and the LEA Parent Involvement Plan. These plans will be placed on the various agendas when appropriate. Input from parents will be documented via agendas, minutes, content handouts, and attendance sheets from the three LEA Parent Advisory Council meetings that will take place in September, January, and April of each school year.

The process and involvement of parents in the development of required plans will begin with a District meeting to inform parents of the LEA's participation in the Title I grant and their right to be involved. Data from district reports, parent interviews, parent recommendations, surveys on the content and effectiveness of the LEA parent plan, are all common methods for generating input and gathering feedback from parents.

Recommendations for the expenditures of district funds reserved for parent involvement will be reviewed for input by the Parent Advisory Committee.

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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 Supervisor of Elementary Education, the Director of School Improvement, the District Curriculum Specialists and the individual school's Title I Lead Teacher will be responsible for providing technical support and facilitative leadership to help schools on the planning and implementation of parental involvement activities beginning with an orientation training in the fall, continuing with three to four school improvement workshops throughout the year and a spring professional development training.

Support will include training on enhancing the awareness of teachers, pupil services personnel, principals and staff on how to reach out to, communicate with, and work with parents as equal partners. Written guidance will be given to each school in the

development of a school Parent Involvement Plan and school compacts as well as in the alignment of the plan to each school's School Improvement Plan.

The LEA will monitor the implementation of the schools' parental involvement program through frequent on-site visits by the Supervisor of Elementary Education, LEA approval of expenditures, monthly review of evaluations of parent involvement activities and ensuring, to the extent possible, that information is sent home in a language and form parents can understand.

The Supervisor of Elementary Education or his/her designee, will review the school level parent involvement policies in the spring of each school year for the following school year for compliance with all requirements of Section 1118. Suggestions for revisions will be sent back to the school for final completion in coordination with the School Advisory Councils.

## 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 II, Title III, and ESE	Twice per month (every other Monday) the instructional division meets with all district instructional staff which includes issues of coordinating parent trainings and activities, evaluating student achievement data, and the collaboration of federal grants and programs. The articulation meetings also included the core curriculum area specialist, who will update the directors and supervisors on needs within each program.
2	Episcopal Children's Services (Head Start/VPK), Clay County Schools "Project Reach"	Establishment of joint meeting through the "Kids Coordinating Council" (5 times per year). The purpose of this council is to coordinate the delivery of education, psychological, social, medical, childcare and other related services; facilitate collaboration among community agencies for children and their families, assist agencies who serve Clay County's schools with program implementation as needed.
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## 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:** Response: An "Annual Survey of the Content and Effectiveness of the

District's Parent Involvement Policies" will be conducted in February of each school year by the Supervisor of Elementary Education. The survey is sent to all PAC members. Additionally, open dialog and listening sessions will convene as a means for retrieving information and data related to topics of interest, and barriers. A careful analysis will be done to identify patterns that are potential barriers to parent participation in decision making related to parent involvement. Results will be used to adjust activities in current plans as well as for revisions to future plans. All findings will be compiled at the District Title I Office, and reported to the PAC for revisions, changes and/or deletion to the Parent Involvement Plan. In September of each year the new parent involvement plan is reviewed at the first PAC meeting for fidelity and approval by the parents.

## 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	The LEA will convene a district-wide orientation for parents and schools covering the Florida Standards	Supervisor of Elementary Education, Prof Development Spec. & Title I Curr. Spec.	Parent involvement plans and School Improvement Plans which meet the needs of students and parents are more likely to raise student academic achievement when there are strong, well articulated, meaningful, and effective plans in operation.	September	The completion of an approved LEA plan.
2	Provide parents examples of lessons designed to elicit higher order analysis by students and give parents tips for reading with their children	Supervisor of Elementary Education, Prof Development Spec., and Title I Curr. Spec.	The increased levels of parent understanding of student data raises parent awareness of academic achievement and challenges necessary for improvement.	May	Favorable reviews from parent activity evaluations.
3	LEA facilitate training on successful parent involvement strategies (how to organize and implement best practices for parent involvement).	Supervisor of Elementary Education & Prof Development Spec.	Training provided to schools and parent in planning meaningful topics for parent involvement, such as Student Assessment, State Standards, helping children at home, and student progress are closely tied to closing the achievement gap among students.	Fall	Favorable reviews from parent activity evaluations.
4	Volunteer Opportunity Day: set up trainings at schools, on a designated date to let parents know what are the ways parents can help at school	Supervisor of Elementary Education & Prof Development Specialist	Information to parents about volunteer opportunities at school may prove to be a powerful means of getting additional academic help to all students.	September - October	Favorable reviews from parent activity evaluations.
5	Increasing opportunities for parental input into programs and	Supervisor of Elementary Education & Prof Development	Meaningful parent participation in school policies increases the likelihood that parents will get	January	Favorable reviews from parent activity evaluations.

	policies.	Spec.	involved with their children's education.		
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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	Provide additional training for school staff on the utilization of school volunteers. Conduct parent survey on best practices for parent outreach. Parents may share with staff various activities & strategies for supporting class activities (e.g. rocking readers, volunteer aides etc.).	Guest Presenter & Title I staff	Parents and school personnel will be provided training to take back to schools in an effort to improve the staff's ability to work effectively with parents.	September	Presentation Materials
2	Conduct a parent drive for new parent volunteers and offer a mid-year "refresher" training for both active parents and any new parents, on effective school to home communication.	Supervisor of Elementary Education	Participants will increase their knowledge of developing strong volunteer programs involving the community on topics related to student achievement.	January	Handouts produced, Agendas, Activity Evaluations. Sign in sheets will be utilized

## 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's Title I program, ESOL program, Exceptional Student Support Services program, school based facilitators, and Homeless program will develop and offer parent workshops, trainings, and parental engagement activities in the native languages of parents with children attending Title I Schools. Materials for the workshops and parental involvement activities will be offered when feasible in both English and Spanish and facilitated or supported by the district's leadership staff of each program. The district's Supervisor of Elementary Education and staff will monitor schools to make certain that materials are provided in the appropriate language. Also, the district has access to the coordinator of the Migrant program who are speakers of other languages and available to interpret or translate for parents upon request, in English or Spanish.

The district and Title I Schools will provide free child care and snacks for all families attending school based and LEA sponsored parent involvement activities. At the conclusion of all training sessions, participants are offered an opportunity to evaluate the workshops as well as provide feedback regarding their training needs.

Training may be offered at school sites mornings, afternoons, evenings, before, during,

after school, and on Saturdays, as well as at community locations to accommodate the various needs of all families. All Title I schools utilize their school web sites, school marquees, phone home system, or prepare and send to parents newsletters, school correspondences, flyers, brochures, pamphlets, publications, notices, calendar of events, invitations booklets; books; literature; mailings; emails, and personal phone calls in a language appropriate to parents.

All district schools and offices have entrance and exit ramps to accommodate parents and students with physical disabilities including those in wheel chairs. Finally, a statement will be included in written or voice format via the appropriate communication modes.

## 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 requested reasonable childcare expenses to conduct meetings with parents	Supervisor of Elementary Education and Title I schools	Increase opportunities for parent participation raises student achievement	Ongoing 2014-2015
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)];	Offer night and day meetings	Supervisor of Elementary Education	Increase opportunities for parent involvement	Ongoing 2014-2015
3	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	Each school is providing parent volunteer training to match parents to classroom needs	Title 1 Lead Teachers	Increase opportunities for parent involvement	Ongoing 2014-2015
4	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A	Convene LEA wide Parent Advisory Council Meetings	Supervisor of Elementary Education	Parents will learn strategies to enhance the involvement of other parents; participate	September, February & May

	programs [Section 1118(e)(12)]; and			in all matters related to parental involvement in Title I, Part A programs.	
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## Upload Evidence of Input from Parents

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

Uploaded Document

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## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of the activities provided during the previous school year designed to build the capacity of parents to help their children [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	The LEA will convene a district-wide orientation for parents and schools covering the CCSS.	1	34	Parent Involvement Plans and School Improvement Plans which meet the needs of students and parents are more likely to raise student academic achievement when there are strong, well articulated, meaningful, and effective plans in operation.
2	Provide parents examples of lessons designed to elicit higher order analysis by students.	1	19	The increased levels of parent understanding of student data raises parent awareness of academic achievement and challenges necessary for improvement.
3	LEA facilitate training on successful parent involvement strategies.	2	90	Training provided to schools and parent in planning meaningful topics for parent involvement, such as Student Assessment, State Standards, helping children at home, and student progress are closely tied to closing the achievement gap among students.
4	The LEA will facilitate training on district web sources available to parents and students.	1	11	Trainin provided to parents on available LEA web resources will allow them to help their children at home and increase their connection to the schools.
5	Volunteer Opportunity Day: information give out to let parents know ways they can help at school.	3	67	Information to parents about volunteer opportunities at school may prove to be a powerful means of getting additional academic help to all students.
6	Increaseing opportunities for parental input into programs and policies	3	66	Meaningful parent participation in school policies increases the likelihood that parents will get involved with their children's education.

### 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	Provide additional training for school staff on the utilization of school volunteers.	2	90	School personnel will increase their ability to work effectively with parents in an effort to increase the home to school connetion.
2	Provide training on effective school to home communication through a	3	67	Participants will increase their knowledge on topics related to student achievement by developing strong volunteer programs

	parent drive for volunteers.			that will increase the number of parents volunteering.
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### 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	Parent Advisory Council	1	Annuciation Catholic	Increase student achievement
2	Parent Advisory Council	1	Faith Christian Academy	Increase student achievement
3	Parent Advisory Council	1	Broach School	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	Limited English proficiency	Documents, newsletters, and invitations will be offered in parents' home language
2	Transportation to events	school staff will offer rides to parents who want to attend. Events will be held at various locations.

### 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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