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December 12, 2014

Susan Legutko  
Duval County School District  
1701 Prudential Drive  
Jacksonville, FL 32207

Dear Ms. Legutko:

We are pleased to inform you that Duval 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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## DUVAL Title I, Part A Parental Involvement Plan

I, Nikolai P. Vitti, 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:** To empower parents to support their children's academic achievement, social and emotional development from the cradle to the workforce and/or college. We will accomplish this by providing training with family support resources and program activities for parents along with increasing parent engagement through technical assistance to educators/schools with strategic collaboration involving stakeholders.

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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 LEA has a District Parent Advisory Council composed of parents, principals, and persons that reside in the Title I attendance area. This council provides input into the development, implementation and evaluation of all school-related plans, (LEA plan, Parental Involvement Plan, and use of funds). At the LEA school level, there is parent representation on the School Advisory Council (SAC) committee that oversees the school improvement guidelines. The district school improvement office provides training for the SAC and PAC members. The training includes gaining a comprehensive understanding of the school improvement plan, parent involvement plan, the process for developing and implementing the plan. The training also includes strategies for monitoring the school improvement goals and objectives which includes parent involvement. In an effort to strengthen dedicated school parent volunteers for effective parent engagement, the LEA will conduct Professional Development Training for families and school staff.

### LEA plan [Sections 1112 (c)(H), 1112(d)(1)]

The Parent Advisory Council (PAC) and school level representatives met and evaluated the 2013-2014 Parent Involvement Plan then provided input for the 2014-2015 plan. A survey was disseminated to all Title I schools for the purpose of developing and implementing an effective LEA and school-wide Parent Involvement Plan. Survey results were reviewed, evaluated, and analyzed by the LEA Parent Involvement staff for the development of the 2014-2015 LEA Parent Involvement Plan.

### School review and improvement under Section 1116 [Sections 1118 (a)(2)(A), 1116 (a)(1)(D), 1116 (b)(3)(A)]:

All Title I schools will be provided assistance and support for planning, implementing and evaluating their school's Parent Involvement Program activities. This will be done through training workshops that will review the development of school parent involvement plans, required parent involvement compliance, and other pertinent information. A principal technical assistance training will be held at the beginning of the year and at various times throughout the year to provide guidance on fulfilling the requirements of Section 1118, ESEA. Each school will receive an audit box that will consist of various monitoring and compliance tools required by the district to assist with a planned implementation and evaluation of parent involvement at each school. The audit box will include a comprehensive school parent involvement plan utilizing the state template. The district parent involvement staff will provide on-site technical assistance to support the development of school parent involvement plans and all components, (compliance items), of the audit box. In addition, the district Title I website (<http://www.duvalschools.org/Page/9590>) will have a principal's toolkit which includes the school parent involvement template as well as guidance documents, links to parent involvement resources, parent survey forms, parent evaluation forms, etc. to assist principals and school staff with additional information regarding parent involvement. To ensure Title I Part A, Parent Involvement compliance, System Improvement Plans were developed and will be implemented and monitored during the 2014-2015 school year. District deadlines will be established for timely completion of the school parent

involvement plans, which will be reviewed by the district staff for meeting all requirements. The LEA monitoring process to ensure fidelity of implementation for increased, effective parent involvement is supported and coordinated by a team of district professionals. The team consists of an Assistant Superintendent, Executive Director, Director and Specialists. By the end of the 2014-2015 school year, all Title I schools will be monitored and assessed once during the first semester, once mid-year, and a final audit compliance review at the end of the school year. This monitoring process of Title I regulations regarding parent involvement will be adhered to for ensuring fidelity.

How the funds for parental involvement will be spent [Section 1118 (a)(2)]:

The decisions involving the use of the federal 1% Title I Parent Involvement reserved funds and the LEA Parent Involvement budget were made through a collaboration of Title I Parent Involvement staff, principals and PAC membership.

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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 district Parent Involvement staff provides a "train the trainer" opportunity for Title I schools' parent contacts, parent liaisons, school staff and principals to enhance their abilities to implement effective parent involvement programming. Technical assistance is provided to principals and staff to review student and school achievement data to support the development, implementation and review of all required plans to support parent involvement activities. This effort is supported and coordinated by a team of district professional resources. The district parent involvement staff consists of:

- Assistant Superintendent, Strategic Planning & Partnerships
- Executive Director, Family and Community Engagement
- Director, Parental and Community Involvement
- Specialists, District Parent Involvement (Field Support)

The LEA will provide support to parents in building capacity to improve academic achievement by implementing the following:

Parent Academy workshops, PAC meetings, PAC Forum, Parent Involvement Centers.

Below is a description of an adequate and timely process the LEA will use to review the school-level PIP's to ensure compliance with all requirements of Section 1118. The state's rubric will be used to review school-level PIP's.

Details/ Description Date Due Responsible Person

Seymore/Smith collect and evaluate

data from DCPS Title I Parent Involvement survey. June-July 2014 Seymore/Smith  
Template Guidance Overview for Developing 2014-2015 School Parent Involvement Plan  
Aug 2014 Seymore

Updated Budget Sheet July 2014 Mr. Roziers/Seymore

Email announcement to all Title I Principals Re: The 2014-2015 Hands-on Technical  
Assistance of the PIP Mr. Roziers

Review PIP's- Seymore, Smith- Due date Sept. 12, 2014

Provide status reports of completion of PIP to PAC, Principals, Executive Director, Asst.  
Superintendent, Director,

Regional Superintendents/ Seymore, Smith- Date- Sept. 30, 2014

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## 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	McKinney-Vento Act, Homeless	All Family Involvement Centers will coordinate efforts with Title I Social Workers to communicate and disseminate information regarding "homeless" family support and services at LEA programs
2	I.D.E.A. Exceptional Student Educational	Disseminate support resources for ESE and workshop opportunities
3	ESOL Center/Program Schools	The Title I Parent Involvement staff will communicate and disseminate family involvement information at the Center for Language and Culture

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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:** The LEA will involve parents with the annual evaluation of the parent involvement policy in numerous ways throughout the school year. There will be several district Parent Advisory Council meetings and Title I LEA meetings where parents will have an opportunity to evaluate the parent involvement policy and also give recommendations for improving the current program. These results will also be used to enhance programming techniques that will help parents help their children become academically successful.

Although data will be collected and analyzed to determine barriers to parent participation, the LEA will also conduct on-going monitoring of parent activities based on the submitted Title I schools' Parent Involvement Policy/Plans. All schools' audit boxes will include attendance records and evaluations for parent activities that will be reviewed by district parent involvement staff.

## 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	Careers/College Readiness	District Specialists	Parents will gain knowledge of career opportunities and college readiness, scholarship information and availability of financial aid, etc.	July - June	Surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conferences
2	Parenting Resources	District Parent Involvement Specialists	Parent Involvement Staff will provide assistance and materials to parents on effective parenting skills and resources (discipline/behavior trainings, bullying) throughout the year.	Year-round (12 months)	Surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conf
3	Assessments	District Specialists	District staff will provide information to parents of students' required assessments, expectations and goals for the school year, EOC, and student progression info.	August - June	Surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conf
4	Title I Annual Meeting- Face-to-Face mtgs	District Parent Involvement Specialists	Parents gain strategies that can be used at home, knowledge and assistance in effectively working with their students at home and boosting student achievement.	September	Surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conferences
5	Parent Advisory Council Forum-Face-to- Meeting, Parent Advisory Council	District Parent Involvement Specialists	To provide resources, strategies, and support for parents that will empower them to provide assistance to their children in achieving academic success	July - June	Surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conferences
6	Parent Academy	District Staff/Community Partners	Provides parent training sessions and resources for parents focusing on student achievement, parenting and advocacy, and personal growth. This initiative is not funded by Title I, but is utilized to offer workshops to Title I parents upon request.	September - June	Surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conferences

## 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	Value of Parent Involvement and Best Practices	District Specialists and Resource Teachers	Improve the skills of principals and school staff by providing information of best practices.	August - December (available upon request)	Means of school level surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conf
2	Communicating and working with Parents	District Specialists	School staff will be provided with training modules and curricula to work effectively with parents (available upon request).	August - June	Means of surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conf
3	Building Ties between Home and School	District Specialists	Improve the ability of parent involvement staff and school staff to work effectively with parents.	August - June	Means of surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conf
4	Cultural Sensitivity	District Specialists	Provide information about various cultures represented in the LEA and schools to increase awareness of the cultures of enrolled students	January - June (available upon request)	Means of surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conf

## 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 LEA communication to parents will be delivered throughout the school year in an understandable, uniform format in languages that meet the needs of all families. Translators and written translation will be made available (upon request) at parent meetings to ensure that parents are able to fully participate in activities. Schools have access to TransACT (a translation website) to provide specific translations. The English Language Survey results will be used to determine the number and specific needs for translation into languages other than English. Sign Language translation services and written communication transcribed into Braille will be provided and available as needed. Documents related to all parent involvement programs/activities will be in print and on the district web-site. The district ESOL Center will be another outreach to communicate information to parents.

## 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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Continue implementation of model approaches to improving parent involvement	Asst. Superintendent, Executive Director, Director, Specialists	To provide information and awareness to parents that will increase and enhance parental involvement	September - June
2	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and	Increase parent involvement and sustain parent advocacy	Asst. Superintendent, Executive Director, Director, Specialists	To provide information to families and to improve the abilities of parents to participate in school and community activities	September - June

### 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	Next Generation/Common Core Standards	3	24	Parents were provided with FCAT sheet outlining and identifying the CCS/Next Generation Standards and strategies to be used with helping their child at home.
2	Assessments	4	1	Facilitated training sessions for parents to discuss students' required assessments, expectations and goals for the school year.
3	Reading and Literacy	20	49	Parents received strategies that could be used at home

### 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	Value of Parent Involvement and Best Practices	6	32	Improve the skills of the school staff to work effectively with parents by providing examples of best practices and evidence based research for parental involvement.
2	Communicating and working with Parents, (Opening Doors: The Family Friendly Front Office).	2	11	Parent Involvement Staff including Parent Liaisons, principals, school staff, and teachers was be provided with training modules/curricula to deliver to school staff to work effectively with parents.
3	Building Ties between Home and School (Supporting School Success)	13	62	Improve the ability of parent involvement staff and school staff to work effectively with parents.
4	Cultural Sensitivity	1	10	Means of surveys, sign-in sheets, evaluations, increased parent participation & parent teacher conferences.

### 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	256	Non-Public Schools	Parents met Catapult Learning staff, viewed the classroom, and received information about the

				Catapult Learning program. Parent/Teacher/Student compacts were reviewed.
2	Parent Conferences	110	Non-Public Schools	individual parent conferences were held throughout the instructional program. Progress reports were sent to parents 3 times throughout the program, in Oct., Jan., & March
3	Parent Informational Sessions	1131	Non-Public Schools	Parents received newsletters and other helpful materials on a regular basis. Appendix D includes sample Parent Involvement Materials
4	Summer Solutions	32	Non-Public Schools	Parents were given Summer Solutions Workbooks and Student Reading book bags at the conclusion of the program

## 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 welcome environment from schools' front office staff (all groups)	Provide training to school staff that will cause parents to feel more apart of the school. Make personal phone calls and to encourage parents to volunteer in the schools
2	Parents working multiple jobs, unable to participate in parent/school activities	Schedule flexible meetings (more in the evening when most parents are not working)
3	Lack of transportation unable to participate in parent/school activities	Continue to assist with providing transportation. When transportation is provided, parents will be held accountable for taking advantage of this opportunity.
4	Lack of Knowledge about the existence of Title I Parent Involvement	Increase communication and awareness of Title I Parent Involvement by increasing presence at meetings (SAC/PAC) and workshops, visible signage and information about Title I Parent Involvement in schools (verified by site visits)

## 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
1		
2		
3		
4		
5		

6		
7		
8		
9		
10		

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