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FLORIDA DEPARTMENT OF
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Pam Stewart
Commissioner of Education

October 28, 2016

Dr. Pam Hightower
Leon County School District
3955 West Pensacola Road
Tallahassee, FL 32304

Dear Dr. Hightower:

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

Please be reminded that the LEA Parent Involvement Policy/Plan must meet all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act. The LEA is also required to share the contents of the parental involvement policy with parents of children participating in the Title I program. The information must be provided in an understandable and uniform format, including alternative formats upon request.

If you have questions or need additional information, please contact Tony Graham via email at Tony.Graham@fldoe.org, or by telephone at 850-245-9893.

Sincerely,

Sonya G. Morris

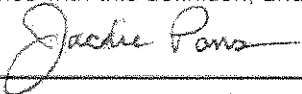
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LEON Title I, Part A Parental Involvement Plan

I, 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



10/7/16

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 LCS Title I Parent Involvement is to communicate with and involve parents/guardians/family supporters, businesses, and the community in activities that celebrate and enhance student and school success.

Involvement of Parents

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2016-2017 LEA Parental Involvement Adoption Page

LEA or District Name: **Leon**

This policy was adopted by the LEA on September 8, 2016 and will be in effect for the period of one year through June 30, 2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before September 2016.

Brenda Lawrence 9/8/16
(Signature of Title I Authorized Representative) (Date)

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

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 Local Education Agency (LEA) has a District Parent Involvement Committee comprised of parents, Parent Liaisons, community members, administrators and stakeholders from twenty-one (21) Title I Public Schools and eleven (11) not for profit Private schools. The DPIC will review and/or revise the LEA Parent Involvement Plan. The committee will also monitor the implementation of the school level PIP. This committee utilizes a Title I activity monitoring checklist specific to each Title I school parent plan. This checklist assist the LEA in monitoring Parent Involvement compliance requirements.

Each Title I School has a School Advisory Council (S.A.C.) consisting of parents, community members and school staff that develop, review and revise the School Improvement Plan (SIP), the school's Parent Involvement Plan (PIP), Title I Plan, and the school's Parent/Teacher/Student Compact.

All schools receive training developing the school plan process through the School Improvement office and Title I/ Special Services office. The School Improvement office 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), the process for developing the plans, skill and understanding in writing an agenda, conducting SAC meetings, ways to build a strong SAC team membership, increase team commitment and involvement in the SIP, 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 LEA will verify the parents that Title I, Part A schools have been allocating 1% of their funds reserved for Parent Involvement. Additionally, the DPIC 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 with input from the DPIC 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.

Parental involvement data will be collected throughout the year and will be shared with each SAC and the District Parent Involvement Committee. Similarly, data will be used to make revisions to the DPIP 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.

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 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. Additionally, two annual meetings will be held 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.

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

The LEA will review each Title I school PIP during the year to ensure compliance of activities planned. The Title I evaluator will use a monitoring checklist designed specifically to monitor their school-based plans. Each school will send home parent surveys in the Fall and Spring to monitor the effectiveness of the PIP.

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 National Network of Partnership Schools (NNPS) Conference, to each school. Parent participation will be encouraged.

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 will 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 Title I Schools students.
2	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.
3	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.
4	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.
5	Title II ESOL	The LEA will provide training for teachers and administrators to meet requirements and maintain compliance.
6	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.
7	Title X Homeless	The LEA identifies Homeless students in each school and coordinates support with the Title I, Title X, and schools.
8	Testing, Research and Evaluation	The LEA trains, assists, and monitors the administration of all state wide standardized testing.
9	School Improvement and District Assistance Programs	The LEA provides continuous assistance and monitoring of student progress in an effort to support student achievement.
10	Early Childhood Education Services	The LEA coordinates and monitors early childhood education services in schools.

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 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 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 and 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	English Language Arts and Math in grades 3-10.	District, Classroom Teachers and Guidance Counselor.	Parents will be provided with grade specific information outlining strategies they can use to support student academic success.	August 2016 - On-going	Florida Standards Assessment (FSA).
2	End of Course Exam (EOC) in Middle and High School	Principal, Grade Level Teachers, and Guidance Counselor.	Teachers will conduct individual end of course exams as needed.	August 2016 - On-going	Student Report 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 and 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 Conference Skills, Literacy Workshops, Technology	Principals and Parent Liaison	Informed parents can more effectively	Minimum 2 per year	Workshop Agenda and Sign-in Sheets

	Workshops, and trainings through the District's Adult and Community Education (ACE), General Education Development (GED), and Lively Programs		support student learning		
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	"Train the Trainer" Workshop at each school.	Principal	Parents provide more effective support to promote higher student achievement.	Minimum 2 per year	Workshop Agenda and Sign-in Sheets
5	School level parental involvement trainings	Principal	Principals effectively involve parents in supporting student achievement.	Minimum 2 per year	Newsletters, Listserv, Agenda and Sign-in Sheets

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 automated call system.

Each Title I school will communicate by listing their school Parent Involvement Plan activities on Listserv, website 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.

Information will be made 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 as requested.

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

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 Disabilities Act (ADA).

The district will ensure Title I schools receive needed translation services as needed. 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.

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	Increased student achievement.	Throughout 2016-2017
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 Project Manager will provide information, support, and workshop materials, or speakers as needed.	Title I Director and Parent Involvement Project Manager, Speakers and Consultants	Parents effectively supports student achievement	Throughout 2016-2017
3	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 Project Manager	Parents effectively support student achievement	Throughout 2016-2017
4	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 District Parent Involvement Meetings and Monthly School Advisory Council Meetings	Title I Director/Title I Project Manager	Parents effectively guide the district in support of student achievement	Throughout 2016-2017

Upload Evidence of Input from Parents

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

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Brochures will be distributed to all Title I schools.	1	25	Increase awareness of strategies based on the district's Parental Involvement Model (Joyce Epstein Six Types) in ways to improve student achievement.
2	Title I & Title X Parent Workshops will be hosted within communities serving Title I students.	2	60	Parents will be provided with information and resources to assist them in staying informed and becoming full partners in their child's education.
3	Title I Schools conducts a minimum of two Parent Workshops	2	200	Parents will be provided with materials and training to help parents work with their children to improve their student achievement.

Staff Training Summary

Provide a summary of the professional development activities provided by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	The LEA will provide contact training on effective forms of parent communication	4	120	Contacts receive information and strategies to increase parental involvement and ways to correlate activities to student achievement.
2	Title I office will provide technical assistance on Parent Involvement Requirements	9	21	Administrators learn and share effective strategies for increasing parent involvement at their schools and how to correlate activities to academic achievement.
3	Parent Workshops hosted within faith-based organizations.	2	50	Parents will be provided with information and resources to assist them in staying informed and becoming full partners in their child's education.

Private School Summary

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

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
1	Annual Title I Meeting	22	All 11 Private Schools	Increase student achievement
2	Parent Contact- Liaison Training	25	All 11 Private Schools	Increase student achievement

3	Parent Involvement materials and resources for Title I parents	50	All 11 Private Schools	Families are provided educational materials and resources to work with their children at home to increase student achievement.
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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 upcoming school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of Transportation	School will provide referral assistance through community partners to assist with transportation.
2	Title I schools will increase 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	The Parent Academy is a new initiative of the Title I office for the 2015-2016 school year. The goal of this program is to increase parental and community involvement in our Title I schools and provide resources and information to parents and community members about the significant role they play in improving student achievement. Additionally, 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 provided during parent workshops and meetings to encourage participation as needed.
6	Job schedule conflicts with school activities/events.	Schedule flexible meetings and activities on different days, dates, and times to accommodate parents.

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year that the LEA considers the most effective. This information may be shared with other LEAs as a best practice.

(Optional)

count	Content/Purpose	Description of the Activity
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