

## ST. JOHNS Title I, Part A Parental Involvement Plan

I, Dr. Joseph Joyner , 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 Parent Involvement Policy/Plan (D-PIP) is formulated through the representation of each School Advisory Council. By serving on the Title I committee and school SAC, needs are coordinated and addressed to provide input into the D-PIP and school level Parent Involvement Policies. The committee reviews the D-PIP and brings needs from their respective School Advisory Council to assist in formulating the D-PIP. Monthly School Advisory Council meetings, to which all parents are invited, are documented by agendas, minutes and sign-in sheets which reflect input from parents on parent involvement activities and policies.

The D-PIP will be added to each Title I school website.

Title I involvement will be an ongoing item on each Title I school's monthly SAC meeting agenda provided by the principal, SAC chair, and/or Title I parent representative.

A Title I website, as part of the St. Johns County School District website, will be maintained and updated with Title I information to include helpful parenting tips.

A Title I brochure will be published and made available to parents, which will include an overview of Title I and provide parent information. The brochure will be made available at each Title I school and on the district Title I website. An online Title I parent survey is made available for parent input. The survey is available on Title I school websites and on the district Title I website.

The Title I district office disseminates 100 percent of the required one percent set-aside to each Title I school for school-based parental involvement activities. Decisions involving the use of the Title I funds reserved for parental involvement at the school level will be made during the development of the School Improvement Plan (SIP) by the SAC. Each year, St. Johns County School District's office of Planning and Accountability provides training and information to all schools on ways to include parents in the school improvement process. The District School Advisory Council is comprised of members from each school's SAC which meets with the Superintendent on a monthly basis.

## 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 St. Johns County School District will provide the following coordination, technical assistance, and support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities necessary to improve student academic achievement and school performance:

- The Planning and Accountability Department will provide principals of all Title I schools technical assistance in the review and disaggregation of student data to develop, implement, and review all required plans. The Federal Programs Director meets with Title I school principals as needed and provides them with a monthly update, which includes technical assistance regarding Title I requirements and differentiated accountability needs. Additional meetings are scheduled on an as needed basis.
- The Title I staff meets with the principal, Title I school staff, and the School Advisory Council to help assist in planning and implementing parent involvement activities. Title I staff will provide parent information, trainings, and Title I updates through school meetings and programs per request.
- Members from each School Advisory Council, along with the principal and district staff, meet annually each summer to review each School Improvement Plan, which includes a parent involvement section. Online School Parent Involvement Policies will be reviewed by the district Title I office.
- The district provides each elementary Title I school with "The Reading Connection" each and secondary Title I, Part A school with "Middle Years" each month. These publications are distributed to every student either online or in backpack form to provide parents with effective learning strategies to use at home. The district website has a Title I tab to provide contact information, Title I information, and resources.
- The district provides each Title I, Part A school with a Title I parent handbook, which is distributed to parents at the school's annual meeting. These handbooks contain a description of the Title I, Part A programs offered at each school.

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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	Title X	Title I, Part A, will assist the Title X Homeless Program with individual student needs to include school supplies, tuition for academic programs, tutoring services and necessary clothing.
2	Title III	Title I, Part A, and Title III work together to assist parents and their children with English language acquisition.

3	Title I Part D	Title I, Part A, and Title I, Part D, work together to incorporate the information and needs of both programs in the Title I Handbook, which is distributed to all Title I schools and those schools receiving Title I, Part D, funds.
4	Title I Part C	The Title I, Part A, office will assist the Title I, Part C, Migrant Education Program with student identification, academic information and support for counselor interventions.
5	Head Start	Title I personnel and Head Start personnel work together to coordinate the communication and education process for numerous programs including Head Start, Books n' Babies, and transition activities for various preschool programs. Head Start parent meetings and trainings are held throughout the year. The parents of primary age students in the Title I schools are invited to attend.
6	VPK	The Title I office and the Early Childhood Services office will work together to coordinate transition programs for students entering the regular public school. Parents are invited to the Title I Annual Meetings at each school and also receive the Fall Needs Assessment and the opportunity to participate in the school Parent Involvement activities throughout the year.

## 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:** An ongoing evaluation of the District Parent Involvement Plan (D-PIP) is conducted by the parents whose children attend Title I schools. Members are the School Advisory Council members for each Title I school. Members serve as a Title I liaison for each School Advisory Council (SAC). Parents whose children attend Title I schools and community members are welcome to attend and provide input. Other members include the principal, assistant principal, SAC chair, Title I coordinator and Title I specialists.

School Improvement Plans and Needs Assessment Surveys are reviewed by each SAC team to evaluate and establish Title I training and parent activities at each school. The spring meeting is held to review the current year's Parent Involvement Plan and review the spring survey information from each school to aid in the development of the following year's D-PIP.

## 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	Parent newsletters: Elementary Reading Connection	Title I Director	Parents will learn techniques and methods to support learning at home. This includes homework, reading strategies, math applications and study tips.	September – May	Parents are more equipped to assist and participate with homework and school because of continued understanding of learning procedures and expectations.
2	Title I Parent Brochure and website updates	Title I Director	Parents will receive information necessary for LEA contacts, parent resources, and knowledge regarding Title I.	Continuous updates and availability	Parents will access information to assist their child with academic concerns, thus improving achievement. Effectiveness will be identified by the number of website hits and overall rise in academic achievement.

3	Title I Parent Survey	Title I Director	Parents are able to complete a survey that will serve as a needs assessment for future parent training necessary to assist in advancing academic achievement.	Continuous availability on each school website	Parents will be surveyed regarding the effectiveness of parent involvement activities. This will include the number and topics offered. Future parent involvement activities will be determined based on this information.
4	Allocations for school-based activities	Title I Director	School-based parent/student activities are conducted for the purpose of increasing student achievement for low achieving students.	September - May	FCAT results, grades, school-based assessments

## 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	Staff training on how to work with parents.	Staff Development Department	Increased awareness and improved quality of parent involvement activities.	September - June	Sign-in sheets, agendas, handouts, presentation materials
2	Meetings between the Title I office and school administration on parent involvement for staff development.	Title I Department, School Administration	Increased parent involvement on strategies to work with their children.	August - June	Sign-in sheets, handouts, presentation materials

## 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:** Communication is initiated via classrooms, schools, and district offices. Telephones, e-mails, websites and various newsletters are utilized to distribute and receive communication. Schools and the district offices use an automated Alert Now phone message system to broadcast emergency notifications and pertinent information. Parents also access the Parent Assist online program to retrieve their child's grades, test scores, and personal profiles.

The TRANSACT program is used for conversion of materials and notices for parents who are limited English proficient. Bilingual personnel and sign-language interpreters (for deaf parents) are used at schools for parent meetings and various programs when necessary.

Parents of migrant students are included in their school communications. Migrant staff are available to assist facilitating parent participation for school activities.

It is policy that all parents receive a response within 48 hours. Accessibility is maintained in all schools and district offices through convenient hours of operation and accessibility.

## 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)];	School administrators will provide necessary accommodations to ensure parent involvement in school-based activities. This may include transportation, child care, and home language access.	Title I District Staff in conjunction with school staff.	Research shows that students perform better in school when their parents attend and participate in school activities. Creating Home/School Compacts, attending parent/teacher conferences, and holding PTO, SAC, or other school-related activities are ways for parents to become involved.	September - May
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)];	The Title I department and schools will schedule meetings and activities at the most optimal time and day for parents to attend. Every feasible effort will be given to assist parents in attending school and district-based functions. There is an effort to educate parents regarding the curriculum, grade level expectations, various education procedures, homework involvement and basic reading strategies.	Title I District Staff and School Administration	Being knowledgeable and effectively involved as parents increases their child's opportunity for success. Parents will be more confident in their understanding and therefore more inclined to participate.	September - May
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Schools will be encouraged to build a repertoire of business partners, faith based organizations, and individual volunteers. The Title I department will continue to support and raise awareness of this need in our school community.	School Administration and Title I Department	Business partners and other organizations are vital in supporting the efforts of the schools. Support includes additional personnel, materials, financial contributions, and experiences not readily available otherwise. Partners have increased technology, learning materials, library books, school supplies, volunteers and career experiences made available to	September - May

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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 2012-2013 Parental Involvement Plan

### Building Capacity Summary

Provide a summary of the activities provided during the 2012-2013 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	Allocations for School-based Activities	1	12	School-based parent/student activities are conducted for the purpose of increasing student achievement for low achieving students.
2	Title I Parent Survey	1	475	Parents are able to complete a survey that will serve as a needs assessment for future parent training necessary to assist in advancing academic achievement.
3	School-site Meetings for technical assistance	35	75	Technical assistance meetings will include a review of Title I expenditures ensuring research based effective supplementary interventions are in place. Parent involvement will be analyzed on a regular basis.
4	Annual Title I Meeting	12	9475	Title I supplements technology, curriculum materials, and intervention resources to advance student achievement.
5	Title I Parent Brochure and Website Updates	4	5420	Parents will receive information necessary for LEA contacts, parent resources, and knowledge regarding Title I.
6	Parent newsletters: Elementary Reading	10	5420	Parents will learn techniques and methods to support learning at home. This includes homework, reading strategies, math applications and study tips.

### Staff Training Summary

Provide a summary of the professional development activities provided during the 2012-2013 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	Administration, faculty, and School Advisory Council training	15	147	Provide training to administration, staff and SAC on parent relations and on improving their ability to work effectively with parents. This training is then provided to parents.
2	Meetings between the Title I office and school administration on parent involvement for staff development.	12	32	Increased parent involvement on strategies to work with their children.

### Private School Summary

Provide a summary of the parental involvement activities provided during the 2011-2012 school year for private schools implementing a Title I, Part A program [Section 1120(a)(1)].

count	Content and Type of Activity	Number of	Schools Participating	Anticipated Impact on Student Achievement
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		Participants		
1	Reading with your child at home activity	35	Victory Preparatory School	Students were provided books and parents were provided strategies on how to read with their child.

## Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the 2012-2013 school year. Include the steps the LEA will take during the 2013-2014 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	Available times for parents to attend school meetings	Provide alternative times for parent meetings

## Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the 2012-2013 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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