

DUVAL COUNTY PUBLIC SCHOOLS

TITLE I

PARENT INVOLVEMENT POLICY



"When it comes to the
education of our children...
failure is not an option."

A handwritten signature in black ink, which appears to be "G. W. Bush".

President George W. Bush

Title I
Parent Information Resource Center
services for Parents

PARENT TRAINING

Building Your Child's Self-Esteem
Early Literacy Pre-K thru 2 Grades
How to Monitor Your Child's Progress
How to Work With Educators
Utilizing Student-Led Parent-Teacher Conferences
State Standards
FCAT Parent Awareness Grades 3rd thru 8th
How to Increase Male Involvement in Schools
Positive Discipline
5th Grade Parents Preparing Your Child for Middle School
Grandparents Raising Children
Strategies to Keep Students Academically Motivated

RESOURCES

Lending Library (Books, Learning Kits, Videos)
Hand Held Learning Games
Parent "Safety Net" Resources
Take Home Summer Learning Packets for Parents
Parent Educational Information

Title I Parent Information Center – Rooms 1408-1409
S.P. Livingston Elementary School
1128 Barber Street
Jacksonville, Florida 32209
(904) 630-6728 or 630-6729 Fax (904) 630-6727

Contact: Debra J. Keels, Parent Specialist
E-mail: keelsd@dreamsbeginhere.org
Hours: Monday through Friday 7:30 a.m. – 4:30 p.m.

DUVAL COUNTY PUBLIC SCHOOLS

Title I Parent Involvement Policy

This policy is written as an addendum to the Duval County Local Educational Agency Plan and conforms to the requirements of Section 1118. Parental Involvement of Title I, Part A of the *No Child Left Behind Act of 2001*.

The Duval County Title I program recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the district to insure that "all students are held to the same high standards and are provided with the opportunities to reach their full potential," the schools and parents must work together as knowledgeable partners.

Although parents are diverse in culture, language, and needs they share the school's commitment to the educational success of their children. The school district and schools, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

Title I will provide technical assistance, coordination, and support for the continued development, implementation, and evaluation of parent involvement activities in each school. Parent involvement activities will be coordinated, when it is possible, with parent involvement strategies under Title I Prekindergarten and other programs such as Reading First.

GENERAL EXPECTATIONS

The Duval County Public Schools agree to implement the following statutory requirements:

- The school district 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 Title I, Part A of the *No Child Left Behind Act of 2001*. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of Title I, Part A, and each include, as a component, a school-parent compact consistent with section 1118(d) of Title I, Part A.
- The school district will incorporate this district wide parental involvement plan into its LEA plan developed under section 1112 of Title I, Part A.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district 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 Title I, Part A in an understandable and uniform format, including alternative formats upon request, and to the extent practicable in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of Title I, Part A, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

The Title I Parent Involvement Specialist will assist schools, when needed, in carrying out the provisions of Section 1118 of Title I, Part A of the ***No Child Left Behind Act of 2001***.

Each Title I school will:

- Convene an annual meeting, inviting all Title I parents, at which parents will be informed of their school's participation in Title I, the requirements of ***No Child Left Behind***, and their rights and responsibilities;
- Offer a number of meetings for parents at flexible times;
- Involve parents in the planning, review, and improvement of the school's Parent Involvement Plan and the Schoolwide Project;
- Provide parents a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress (FCAT, SDRT, etc.), and the proficiency levels students are expected to meet;
- Provide parents with timely information about school performance profiles (School Report Card) and their child's individual student assessment results.

**DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED
DISTRICT WIDE PARENTAL INVOLVEMENT POLICY
COMPONENTS**

1. Duval County Public Schools will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of Title I, Part A:
 - Provide district parental involvement meetings in which we will discuss the parental involvement plan and include parent input in the plan.
 - Conduct annual parent surveys which will include questions concerning the parental involvement plan. Survey results will enable the Title I office to incorporate parent input into the plan.
 - Provide a copy of the parental involvement plan to all parents annually

2. Duval County Public Schools will take the following actions to involve parents in the process of school review and improvement under Section 1116 of Title I, Part A:
 - School Improvement meetings (for Restructuring involving the principal, staff, SAC committee and other involved parents and community members)
 - District Parent Advisory Council meetings in which information from Section 1116 is presented to the parents
 - Ensure that all Title I schools conduct an annual review of school parental involvement with input from parents

3. Duval County Public Schools will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Provide professional development for principals and staff on how to effectively involve parents in their students' education
 - Ensure that each Title I school has a written parental involvement policy aligned to the school's School Improvement Plan
 - Assist schools in providing information to parents in languages other than English as needed
 - Monitor Title I schools to ensure:
 1. the development and dissemination of a parent involvement policy with parents involved in the process
 2. an annual meeting to inform parents of the school's participation in Title I with flexible meeting times
 3. development and use of school/parent compacts

4. provision of training to parents in working with their children to improve academic achievement
5. provide opportunities for parent-teacher conferences

4. Duval County Public Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: IDEA, Title II, Title III, Title IV, Head Start, Reading First (Title I, Part B), Title I, Part A Prekindergarten and state Voluntary Prekindergarten. Presentations will be made to parents, at both school and district PAC meetings, by personnel from IDEA, ESOL (Title III), Head Start, Title I, Part A Prekindergarten and state Voluntary Prekindergarten. Title I personnel will also assist other programs with their parent involvement activities. Dual sponsored activities will occur when discussing general NCLB/IDEA topics with parents.

5. Duval County Public Schools will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

- Parent interviews
- School climate survey
- SPAR Report
- Title I Parent Surveys

Results of this evaluation will be shared with Title I parents at school and district PAC meetings and with every Title I school to build district capacity.

6. Duval County Public Schools will build the schools' and parent's 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, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or

school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Part A,
- how to monitor their child's progress, and
- how to work with educators

This will be accomplished with parent workshops at both the school and district level.

B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- FCAT workshops
- Sunshine State Standards workshops
- Reading, Math and Writing workshops

C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Provide parental involvement workshops at the school level teaching school staff how to communicate and work with parents effectively
- Facilitate and provide supplies for parent workshops

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with IDEA, Title II, Title III, Title IV, Head Start, Reading First (Title I, Part B), Title I, Part A Prekindergarten and state Voluntary Prekindergarten. and other programs, and conduct other activities, that encourage and support parents more fully participating in the education of their children.

E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

Translate parental materials into the following languages

- Arabic
- Serbo-Croatian
- Haitian Creole
- Russian
- Spanish

Shared Responsibilities for High Student Academic Achievement

Each Title I Schoolwide Project will maintain a School-Parent Compact that outlines how parents, the school staff, and the students will share the responsibility for high student academic achievement. These compacts are discussed in parent-teacher conferences relating to the child's academic achievement. A generic copy of the compact is attached. Each school may have its own modifications.

Parent Rights under the No Child Left Behind Act of 2001

1. **Parents' Right to Know.** Under NCLB a parent (of any student in a Title I Schoolwide Project) has the right to request and receive information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. A letter addressing this is sent out in the fall.
2. **Title I Parent Involvement Policy.** Under NCLB the Local Educational Agency (Duval County Public Schools) must develop and distribute a parent involvement policy to the parents. These were last distributed to the parents in fall of 2003 in 14 languages (app 28,000 sent).
3. **School Choice.** Students enrolled in Title I Schools that have not made Adequate Yearly Progress for two consecutive years (First Year School Improvement) are offered a choice to transfer to another school that is not in School Improvement. Letters are sent out in the spring.
4. **Supplemental Educational Services.** Students in Title I Schools that have not made Adequate Yearly Progress for three consecutive years (Second

Year School Improvement) are offered a choice to transfer to another school that is not in School Improvement. If the students does not transfer and is eligible for free or reduced price lunch that that student is offered Supplemental Educational Services. This is free tutoring offered by providers approved by the Florida Department of Education. The Title I Parent Involvement Specialist will help the Title I Office disseminate information to parents on eligibly, availability, and procedures to enroll their child in the NCLB Supplemental Educational Services (SES) program. The Parent Involvement Specialist will help to educate parents on the purpose and benefits of this free tutoring service for their child. This includes hosting SES Information Meetings, attending Provider Fairs, initiating and answering telephone calls and presenting information on SES at group workshops.

5. **Notice to Parents.** In the event a school goes two or more years without making Adequate Yearly Progress a notice will be sent, by the school, to the parents of all children enrolled at the school explaining:

- what the identification means;
- the reasons for the identification;
- what the school is doing to address the problem;
- how the District and State will help;
- how parents can become involved and an explanation of their option to transfer their child to another public school.

This will be sent in a format and language that the parents can understand.

Title I District Parent Advisory Council

The Parent Advisory Council (PAC) is a representation of Title I parents from throughout the district, who consult with the Title I office in the planning and operation of its Title I programs.

The participation of parents is an asset and an essential part of Title I. Parents, as advisors, supporters, and contributors can work to provide meaningful experiences for children. Informed, active parents can help set directions toward productivity and success.

SCHOOL - PARENT COMPACT

We know that learning can take place only when there is a combination of efforts, interest, and motivation. Because we are committed to _____'s progress in school, we are going to do our best to promote his/her achievement.

This compact is a promise to work together. We believe that this compact can be fulfilled by our team effort. As partners we can improve teaching and learning.

School Agrees to:

Plan a flexible curriculum to meet the needs of all students.

Provide motivating and interesting learning experiences.

Promote regular parental communication with the school.

Encourage parent participation in affairs of the school.

Provide regular progress reports.

Provide meetings for parents to learn how to help their child become more successful.

Schedule parent/teacher conferences.

Refer to appropriate agency for specific problems.

Parent Agrees to:

Maintain regular communication with the school.

Ensure that my child is in daily attendance and promptly report and explain an absence or tardiness to school.

Work with the school staff and cooperate to see that my child gets a good education.

Set a time and place for my child's homework, free from distraction or other interruptions.

Limit my child's TV viewing and help select worthwhile programs.

Find out how my child is progressing by attending conferences with the teacher whenever needed.

Read to my child and provide educational activities at home.

School _____

Most importantly, we promise to help each other carry out this agreement.

(School Staff Signature)

(Parent/Guardian Signature)

Signed on this _____ day of _____, 20____

NCLB, PIRC Parental Notification

The Florida Partnership for Family Involvement in Education has been awarded a Parent Information & Resource Center (PIRC) grant from the US Department of Education. These federal funds will assist all parents and schools in Florida.

All project activities help to:

- Understand and implement the No Child Left Behind (NCLB) Act
- Increase academic achievement through Parent Involvement

The goals are:

1. Implement research-based parental involvement policies, practices, programs and activities that are linked to improving academic achievement such as:

- Math And Parent Partnerships (MAPPS) Training
- Teachers Involving Parents in Schoolwork (TIPS)
- Parent Involvement Research to Practice Symposiums
- New Teacher Training Module
- School-Parent Compact Initiative

2. Provide training, information and support services that strengthen the relationship between parents and schools in meaningful ways that improve academic achievement.

- Low Literacy Resources
- Training Modules for Using Technology
- Enhance Web Site and Expand List Serves
- Strengthen community-based parent partners
- Conference Presentations and Training

3. Coordinate, collaborate and network to increase collaboration and coordination of efforts related to family involvement and academic achievement, and inform parents of the No Child Left Behind (NCLB) Act.

- Cosponsor Family Involvement Leadership Series
- Establish Regional Training Cooperatives
- Increase Partnerships with Faith-Based Organizations
- Develop School Choice, Standards and Supplemental Educational Services Information for Parents

NCLB, PIRC Parental Notification

For more information please

contact:

Sally M. Wade, Ed.D

Project Director

swade@coedu.usf.edu

Cathy Foss

Project Coordinator

foss@coedu.usf.edu

Ivette Vaquer-Mendoza

Outreach Coordinator

mendoza@coedu.usf.edu

Kate Harding

Grants Manager

kharding@coedu.usf.edu

You may use this article in newsletters, websites, etc. to notify parents of the PIRCs as required by NCLB, Title I,

Section 1118.

www.partnershipcenter.usf.edu

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