

Madison County School District

Parent Involvement Plan



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The Madison County School District promotes and supports active family involvement in the learning process for the purpose of improving student achievement. To this end, parent and family involvement in education is defined as home-based and school-based activities including parenting, communicating, volunteering, learning at home, decision making, and collaboration with the community. Each type of involvement is valuable, and each has an impact on students, teachers, and the parents themselves and leads to highest student achievement. The Madison County School District and all schools within its boundaries, in collaboration with parents and community members, will establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

The Superintendent and Board support the Director of Federal Programs, who directs the development, implementation and regular evaluation of a comprehensive and coordinated parent involvement program in each school. School based efforts will involve parents at all grade levels in a variety of roles.

The Superintendent and Board further support the Director of Federal Programs as procedures are designed for the development, implementation, and regular evaluation of a comprehensive and coordinated district-wide program to involve parents in district- level decisions and practices.

Part I. GENERAL EXPECTATIONS

NOTE: Each district in its District-wide Parental Involvement Policy must establish the district's expectations for parental involvement. [Section 1118(a) (2), ESEA.]

The **Madison County School District** agrees 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 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 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 the ESEA*, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school district will incorporate the district 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 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 the ESEA in an understandable and uniform format and, 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 the *ESEA*, 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 one 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, and 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.**

STATUTORY AUTHORITY: Florida Statutes: 120.536(1); 120.54; 120.81; 1001.41

LAWS IMPLEMENTED: Florida Statutes: 1002.23, 1008.32, 1008.25, 1002.20 (6)

Part II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The **Madison County School District** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the *ESEA*:
 - A. The District will re-convene a district –wide Parent Advisory Council to solicit input into the Parent Involvement Policy.
 - B. The Council will meet at least quarterly to review and update policy.
 - C. The District wide policy will be incorporated into the Madison County School District Title I Plan.
 - D. All school board meetings and workshops are open to the public and will be advertised prior to the meetings.
 - E. Parents and the general public will have an opportunity to address any concerns with the Title 1 Parent Involvement Policy or any facet of the Title 1 Plan.

2. The **Madison County School District** will take the following actions to involve parents in the process of school review and improvement under section 1116 of *the ESEA*:
 - A. Each school will organize a School Advisory Council (SAC) which shall be composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school.
 - B. The School Advisory Council will serve as the decision-making body of the school.
 - C. The Council will meet quarterly to develop, review and offer suggestions for improvement of the School Improvement Plan.
 - D. The Council will review data, discuss strategies implemented, and evaluate progress made by students.

3. The **Madison County School District** will provide the following necessary coordination, 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:

A. The District's Director of Federal Programs and/or Title I Parent Liaison will meet monthly and other times as deemed necessary with principals to provide technical assistance for parent involvement activities.

B. The District's e-mail system will be utilized and updated periodically to provide technical assistance to schools regarding parental involvement/engagement/support.

C. The District's Director of Federal Programs and/or Parent Liaison will visit Title I participating schools to offer assistance and support of parental involvement activities.

D. The District will allocate professional development funds to Title I schools to assist schools in attending local, state, and regional parental involvement conferences and workshops.

E. The District Title I Parent Liaison will visit schools weekly to assist with planning and conducting Parent workshops at the school site and at the District Parent Resource Center.

4. The **Madison County School District** will coordinate and integrate parental involvement strategies in Title 1, Part A with parental involvement strategies under the following other programs: [programs, such as: Head Start, Early Head Start, Reading First, Kids Incorporated, Florida Diagnostic Learning Resource Services –FDLRS, and State-operated preschool programs], by:

A. Parents and guardians shall be involved in the development, implementation, and Evaluation of family involvement programs and the effectiveness of this policy.

B. The district and schools shall collaborate with businesses and other community groups to coordinate resources to strengthen schools, families and services available to families after regular school hours.

C. Partnerships with Madison County School District and its schools, community agencies, businesses, faith based organizations, and governmental agencies are utilized to coordinate resources and provide comprehensive services to ensure full and effective parent/family involvement.

D. The District will develop a "Parent Guide" collaboratively with parents to the extent possible. The Parent Guide will provide additional resources and referrals for services in the schools, district and community.

- E. The District's Director of Teaching and Learning, ESE Coordinator, Director of Federal Programs and other Federal program managers, Florida Learning Diagnostic Resource Services (FLDRS), and the Pre-K Gateway Coalition collaborate as needed to coordinate resources and services for parents.
- F. The district and schools shall provide professional development opportunities for staff members to enhance their understanding of effective parent and community involvement strategies.

5. The **Madison District School Board** and schools shall include families as participants and full partners in school improvement planning, school decisions, governance, and advocacy through parent groups, school and district advisory councils, committees, and other parent/guardian organizations. Information shall be given and opportunities shall be provided for parents and guardians to make suggestions and participate, as appropriate, in decisions relating to the academic performance of their children. The district and schools will take the following actions to conduct, with the assistance and involvement of parents, an annual evaluation and effectiveness of this parent involvement policy to improve the quality of the District Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement/engagement/support activities. A focus will be geared toward parents of children that are economically disadvantaged, disabled, English Language Learners, and those that lack literacy skills. The schools and district will use the findings in the evaluation to improve the quality of parental activities and design strategies more effectively for parental involvement. If needed, the current parental involvement policy will be revised.

- A. The evaluation instrument will be developed by the District wide- Parent Advisory Council in an effort to solicit and build on existing parent involvement activities.
- B. The policy will be evaluated annually at each Title I school through the School Advisory Council meetings.
- C. The Chairperson of the SAC or principal's designee will be responsible for conducting this evaluation.
- D. Parents will have an opportunity and will be encouraged to complete an evaluation.
- E. The Evaluation instrument will be sent home to all parents at Title 1 schools to give them an opportunity to evaluate the policy.

6. The **Madison District School Board** 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 schools involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

The school district will, with the assistance of Title I, Part A, provide assistance to parents of children served by the school district or schools, as appropriate, in understanding topics such as the following, by undertaking the actions described in this program.

TOPICS:

- 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 Title 1 Part A
- how to monitor their child's progress, and
- how to work with educators

ACTIONS:

- Newsletters
- School Advisory Council
- District Parent Advisory Council
- Madison County School District Website
- Parent Resource Guide
- Annual Back to School Informational Fair
- Community Outreach Programs
- Florida Department of Education Website
- Parent-Teacher Conferences
- Parent Teacher Organization
- Family Nights
- Parent FCAT Workshops
- 21st Century Parenting Activities
- FCAT Explorer

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

- Parent Resource Guide
- Madison County School District Website
- Community Outreach Programs
- Families Building Better Readers
- Florida Desk Reference
- Summer Skills Sharpeners (Reading, Math, Language Arts)

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

- Families Building Better Readers
- Community Outreach Programs
- School Advisory Council
- District School Improvement Committee

- Strategic Planning Committee
- * District Parent Resource Center
- * School-Based Parent Resource Information “Nooks”

D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Pre-K, Pre-K Migrant/Homeless with Early Learning Coalition, and other programs, and conduct other activities, such as Parent Resource Centers, that encourages and support parents in full participation in the education of their children by:

- The Brain Child Study Buddy
- District Strategic Planning Committee
- Book-Give-Aways
- Leapfrog Take Home Bags
- Summer Skills Sharpeners (Reading, Language Arts, Math)
- Florida Diagnostic Learning Resource Services (FDLRS)

E. The district and schools shall communicate with families about school programs and student progress through effective school-to-home and home-to-school communications. These shall be clear, understandable, consistent, two-way and meaningful and shall promote mutual respect and appreciation. The communication with parents and guardians shall include a description of the curriculum in use in the school, the forms of academic assessment used to measure student progress and the proficiency levels of students as they progress, including performance on grade level standards. A variety of communication methods and opportunities shall be used and special efforts made to contact traditionally hard to reach families. Personal contact at open houses or other school events through parent-teacher conferences, telephone calls, emails, or home visits, shall be used to seek parental assistance with student academic or social difficulties or to recognize achievements. All personnel, staff, and administrators shall strive to demonstrate sensitivity and respect for cultural diversity when working with all families in soliciting parental engagement and support of their children’s educational interests. 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 alternate forms upon request, and, to the extent practicable, in a language that parents can understand:

Madison County’s student population is represented by approximately 2% students who are English Language Learners (ELL). The majority of these students are Spanish speaking students. The District uses district employed staff (Migrant Recruiter) in the English Language Learners (ELL) and Migrant Education Programs to assist with translations into English and Spanish as appropriate. The District will continue to provide ALL necessary and appropriate services for ELL students and their families, through district and school personnel.

Translators are available as needed to assist parents during parent-teacher conferences, workshops and meetings upon request.

Part III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The District wide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- 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;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, 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;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

Actions:

- * Provide understandable, accessible, and well-publicized processes for influencing decisions, raising issues or concerns, appealing decisions, and resolving problems.
- * Include parents in decision-making processes and advisory committees, and provide training in such areas as policy, curriculum, budget, school reform initiatives, safety, and personnel. Where site governance bodies exist, give equal representation to parents.
- * Enable parents to participate as partners when setting school goals, developing or evaluating programs and policies, or responding to performance data.
- * Encourage and facilitate active parent participation in the decisions that affect students, such as School Choice, course selection, and individual personalized education plans.

(Actions continued)

- * Provide training for staff and parents on collaborative partnering and shared decision making.
- * Arrange flexible scheduling, advertising and periodically conduct parent town hall meetings at a variety of locations throughout the county to accommodate parents.
- * Electronic school phone systems or prearranged school telephone contact procedures may be used to contact parents at home.
- * Sponsor parent/teacher friendly and interactive workshops or distribute information to assist parents in understanding how students can improve skills, get assistance when needed, meet class expectations and perform well on assessments.
- * Involve parents in setting student goals each year and in planning for post-secondary education and careers.
- * Provide opportunities for staff members to learn and share successful approaches to engaging parents in their child's education.
- * Provide tools to assist parents with student learning:
- * Support efforts to improve recruitment, training, activities and scheduling to involve families as classroom volunteers, and participants at school sponsored or other school related events.
- * Promote opportunities for parents and/or parent leaders to attend local, state, and regional parent involvement conferences in conjunction with school and/or district staff.

In an effort to provide a district-wide coordinated parental engagement program, the district will:

1. Employ a district-level Parent Facilitator with flexible hours to serve as a district-wide coordinator of the Parent Education Program for the five participating Title 1 schools.
2. The Parent Facilitator will work cooperatively with the Director of Federal Programs and parent representatives of the District and School Advisory Councils to plan and organize the District's Parent Education Program.
3. The Parent Facilitator will provide parent education activities during flexible hours for parents' convenience.
4. The Parent Facilitator will help to provide a link between the home and school by organizing appropriate plans to keep open lines between the home and the school with the cooperation of the principals and teachers.
5. The Parent Facilitator and School Advisory Councils will develop and help to implement strategies that will unite the efforts of teachers, parents, and other stakeholders toward attaining the goals of student achievement and school success.
6. The Title 1 Facilitator and other parent facilitators will plan and conduct meaningful mini workshops at the District Parent Resource Center, or at a designated location that will actively involve all parents.
7. The Title 1 Parent Facilitator in collaboration with other parent facilitators and federal programs will conduct at least three district workshops annually — during the fall, winter and spring of the school year.
8. The District Parent Facilitator will help to provide a link between the home and school by organizing appropriate plans to keep the communication between the home and the school with the cooperation of principals and teachers.

PART IV. ADOPTION

This District - wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by the **Madison District School Board** on January 17, 2007, and will be in effect for the period of January 17 - June 30, 2007. The school district will distribute this policy to all parents of participating Title I, Part A children on or before February 13, 2007.

Approved by:

Madison District School Board Chairperson,
Kenneth D. Hall

Signed: _____

Superintendent of Schools

Lou S. Miller

Signed: _____