



**Nassau County School District  
Title I, Part A  
2016-2017 Parental Involvement Plan**

**Mission Statement**

The mission of the Nassau County School District's Title I program is to involve parents in regular, two-way, and meaningful communication involving student academic learning, as well as other school activities.

**Involvement of Parents**

The Nassau County School District will take the following actions to involve parents in the joint development of its district-wide parental involvement plan and LEA plan:

1. Invite the parents of each Title I student to attend and participate in various Parent Involvement District School Advisory Council meetings, as well as their child's school-based School Advisory Council. Any parent who chooses to attend will be considered a member of the group. The voting members of the District School Advisory Council, as well as each school's advisory council, are elected by their peers at the first meeting of each calendar year. These groups are responsible for the development, implementation and evaluation of the LEA Parent Involvement Plan.
2. Ensure all Title I principals place the Title I Parent Involvement Plan on their school advisory council agenda for parental review. While School Advisory Council members are elected in accordance with each individual school's SAC by-laws, the SAC meeting is open to all parents.
3. Provide online and hard copies of the Title I Parent Involvement Plan by October each school year.
4. Provide opportunities for personal meetings with parents throughout the year.
5. Create surveys for parents that are available in multiple formats (online and hard copy).
6. Ensure that the local school conducts a parent orientation within the first four weeks of school.
7. Have the LEA's Title I Project Manager participate in the Open House/Annual Title I meeting that is held by the schools in each geographical community during the first month of school.
8. Require the schools to provide on-going Title I information in all school communication forums.

Amanda Dlugos,  
Title I Project  
Coordinator

1201 Atlantic Ave. Fernandina Beach, FL 32034

(904) 277-9027

To involve parents in the process of school review and school improvement and in determining how the parental involvement allocation will be spent, the Nassau County School District will:

1. Utilize the information gleaned from the annual survey to revise/update school improvement plan strategies.
2. Communicate the results of the evaluation within the last month of school.
3. Share district and school evaluation results with every school within the last month of school in order to build capacity.
4. Identify barriers that prevent parents from becoming involved. This identification will be made by careful perusal of local SAC participation (minutes, monthly discussions with principals, District SAC meetings)
5. Involve parents in identifying solutions to barriers.
6. Ensure the District Advisory Council focuses upon desired issues.

### **Technical Assistance**

The Nassau 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:

1. Each school will develop and conduct parent involvement workshop activities to assist parents in understanding the nature of the curriculum and how to help their child (ren) achieve academic success.
2. The LEA will provide a Title I Parent's Desk Reference to all parents of students attending Title I schools.
3. The LEA will provide content within the Title I Parent's Desk Reference regarding what Title I is, how parents can assist in student achievement, NCLB Parents-Right-To Know details, the PIP, etc.

In October of each school year, the District Title I Program Manager will review the school-level Parent Involvement Policies utilizing a rubric containing requirements of Section 1118, as supplied by FLDOE, as well as taking the following actions:

1. Require that each school improvement plan contains parental involvement strategies.
2. Collaborate with school leadership during July to provide technical assistance regarding effective parental involvement activities.
3. Attend local SAC meetings or open house/annual Title I activities to present parent involvement information.
4. Monitor the implementation of each school's PIP throughout the year through examination of parent sign-in sheets and purchase orders submitted for the activities delineated in the plan, as well as parent participation in the SAC and PTO.

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Title I Project  
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## **Coordination and Integration**

<b>Program</b>	<b>Coordination</b>
1 Head Start	•Establishment of joint meetings; •Dissemination of information via electronic formats; •Implementation of a consolidated project application; •Inclusion of parent topics/issues on meeting agendas; and • Host monthly roundtables with appropriate staff and directors
2 Child Find	•Establishment of joint meetings; •Dissemination of information via electronic formats; •Implementation of a consolidated project application; •Inclusion of parent topics/issues on meeting agendas; and •Host monthly roundtables with appropriate staff and directors
3 The Northeast Florida Early Learning Coalition	•Establishment of joint meetings; •Dissemination of information via electronic formats; •Implementation of a consolidated project application; •Inclusion of parent topics/issues on meeting agendas; and • Host monthly roundtables with appropriate staff and directors
4 The Nassau Volunteer Center	•Establishment of joint meetings; •Dissemination of information via electronic formats; •Implementation of a consolidated project application; •Inclusion of parent topics/issues on meeting agendas; and • Host monthly roundtables with appropriate staff and directors
5 Episcopal Children's Services	•Establishment of joint meetings; •Dissemination of information via electronic formats; •Implementation of a consolidated project application; •Inclusion of parent topics/issues on meeting agendas; and • Host monthly roundtables with appropriate staff and directors

## **Annual Evaluation**

The Nassau County School District 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 academic quality of the Title I, Part A schools:

1. Ensure the district school advisory council, composed of parent and school representatives from throughout the district, annually reviews and revises the evaluation on a needed basis.
2. Ensure that questions are included on the evaluation to identify barriers to participation.
3. Survey the parents and staff of the Title I schools to get feedback and evaluate the district parent involvement program.
4. Include parent involvement questions in climate surveys of all of the district schools
5. Provide both on-line and paper/pencil options for completing the survey
6. Ensure forms are culturally sensitive to all backgrounds of parents
7. Ensure each school administrator utilizes survey results for planning the subsequent year's project
8. Ensure each school administrator reviews the survey results with the school's SAC prior to the completion of the process of updating the school improvement plan
9. Maintain documented proof (sign-in sheets, agendas) of discussion and opportunity for

Amanda Dlugos,  
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- input regarding survey results
10. Make recommendations to each participating school for strategies in improving parent involvement, as needed

**Building Capacity**

The Nassau School District will provide the following activity to build parents’ capacity and ensure effective involvement of parents to improve student academic achievement.

	<b>Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	Participation in and support of parent involvement activities held in each community	Title I Manager and School Principals	Research has shown improved academic achievement for students whose parents and families are involved in their education	August-May	Agendas, sign-in sheets, and other activity documentation
2	Title I Parent Handbook, Desk Reference, and Title I website materials	Title I Manager and Principals	Families will receive information necessary for support from their school and district regarding family engagement activities, LEA contacts, and Title I information.	August-May	Families will be able to gain knowledge in order to help their child be successful. Evidence will exist within the availability of these documents in multiple capacities and proof of obtaining the documents.
3	Title I Parent Survey	Title I Program Manager	Parents and Teachers will complete an annual survey that provides a framework for our future plans in training and support to obtain high academic achievement for all students.	March-April	The survey will demonstrate the effectiveness of current family engagement support and used to frame future activities and training.
4	Allocations for school-based activities and support	Title I Program Manager	School-based families’ engagement activities are designed with the goal of increasing student achievement.	August-May	FSA and FCAT results, student assessment formative and summative school-based results

**Staff Training**

The Nassau School District will provide the following professional development activities to educate staff on the value parental involvement in the schools.

	<b>Type of</b>	<b>Person</b>	<b>Correlation to Student</b>	<b>Timeline</b>	<b>Evidence of</b>
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	<b>Activity</b>	<b>Responsible</b>	<b>Achievement</b>		<b>Effectiveness</b>
1	Parental Involvement Staff Training	Administrative Services Office	Staff will become more aware of the value and utility of parent contributions; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; and how to build school/home ties	Aug. - Nov.	Annual Required Training Documents, participation records
2	Meetings between the Title I office, Staff Development Office and administration	School Administration, Staff Development Office and Title I Project Manager	Administrators will become more aware of the value and utility of parent contributions; how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs; and how to build school/home ties	Aug.- May	Agendas of Principal and other meetings, handouts, presentation materials

**Communication and Accessibility**

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

1. Provide all of the translated Title I, Part A parent correspondence to all Title I schools.
2. Offer the services of the translator to the schools
3. Direct schools to provide previously sent correspondence to parents upon enrollment of a new student
4. Apprise parents of the handicapped accessibility of all district facilities
5. Utilize the district school improvement team to determine any expressed needs for format revisions to any district document

**Discretionary Activities**

The Nassau School District will provide the following activity to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement.

	<b>Activity</b>	<b>Description of Implementation Strategy</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>
1	Paying reasonable and necessary expenses associated with	School administration will work to provide necessary	Title I Project Manager and/or School	Supporting family involvement has demonstrated to	Aug.- May

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	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)];	accommodations to ensure parents ability to participate in activities. Childcare for pre-school children for night, home language access, and convenient location of meetings.	Principals	yield higher academic success in students. Parent Involvement handbooks, compacts, PTO and SAC meetings, as well as other school related activities support this involvement.	
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)(8)];	Title I schools will offer meetings and activities at optimal times for families to be involved. Additionally, all efforts to provide assistance will be provided to families in helping them attend functions. Information regarding curriculum, grade level and school expectations, reading strategies and home assistance will be provided.	Title I Manager and School administration	Having a foundational knowledge of having the help their child will increase parents’ confidence to support and participate. Therefore, these efforts will hopefully produce a higher level of engagement.	Aug.- May
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent involvement activities [Section 1118(e)(13)].	Schools will be supported and encouraged to build positive relationships with community partners and businesses.	Title I Manager and School administration	Business partners and community organizations are necessary for supporting our schools. These supports help students directly by providing financial assistance, increasing supplies, books, and other resources that increase achievement.	Aug.- May

**For further information, please contact Amanda Dlugos:**

**904-277-9027 or [Amanda.dlugos@nassau.k12.fl.us](mailto:Amanda.dlugos@nassau.k12.fl.us).**

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