



**Local Educational Agency (LEA)/District Level  
Parent and Family Engagement Policy/Plan  
Madison County  
School Year 2019-2020**



In support of strengthening student academic achievement, Madison County Schools receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by Section 1116(a) (2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations and objectives for meaningful parent and family engagement and describes how the LEA will implement a number of specific parent and family engagement activities, and it is incorporated into the LEA's plan submitted to the Florida Department of Education.

**The Madison County Schools agrees to implement the following requirements as outlined by Section 1116:**

- The school district will put into operation programs, activities, and procedures for the engagement of parents and family members in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents and family members of participating children.
- Consistent with Section 1116, the school district will work with its schools to ensure that the required school-level parent and family engagement policies meet the requirements of Section 1116(b) of the ESSA, and each include as a component a school-parent compact consistent with Section 1116(d) of the ESEA.
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, limited literacy, disabilities, of migratory children, who are economically disadvantaged, or are of any racial or ethnic minority background, including providing information and school reports required under Section 1111 of the ESSA 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 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 be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition in Section 8101 of the ESSA:

Dr. Karen Pickles

Signature of Superintendent or Designee

April 22, 2019

Date Signed

**What is Parent/Family Engagement?**

Parent/Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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) Other activities are carried out, such as those described in Section 1116 of the ESEA

**DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED  
LEA PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

The Madison County School District will take the following actions to involve parents and family members in jointly developing its LEA plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of Section 1111(d) of the ESEA:

The District formed a District Parent Advisory Council (DPAC) composed of parents from all Title I schools, usually the SAC presidents, and/or co-chairs of the SAC. This committee provides input into the development, implementation and evaluation of all school related plans. Involvement of parental input will be documented through agendas, sign-in sheets and meeting notes/minutes which are maintained by the Title I office.

The Title I Parent Involvement Plan is reviewed and/or revised annually. The district uses survey results from the previous year to determine its effectiveness and make changes to the plan. A draft of the Parent and Family Engagement Plan is presented for parental review at end of the school year in order to gather parental input. The comments and suggestions of parents are considered before the final draft of the plan is completed.

**TECHNICAL ASSISTANCE**

The Madison County School District will provide the following coordination, technical assistance, and other support necessary to assist and build capacity of all Title I, Part A schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and community organizations, or individuals with expertise in effectively engaging parents and family members in education:

The Title I Coordinator of Federal Programs and District Parent Facilitator assist and provide coordination and support to each school as needed.

\* Technical assistance meetings are provided to principals of all Title I schools to review student achievement data and assist in the development, implementation, and review of all required plans.

\*The LEA will review each school-level PFEP to ensure that compliance and the activities planned will provide meaningful opportunities for parents to become more involved in their child's education.

\*The District Parent Facilitator will provide train-the-trainer opportunities for Title I school-level parent contacts and school staff to enhance their abilities to present parental involvement information at faculty meetings and to integrate parental involvement into in-service training for school-based personnel during the 2018-2019 school year.

The LEA will provide a district-level Parent Facilitator (Liaison) to serve all Title I schools. The Title I District Parent Facilitator assists parents in improving their child's achievement by providing materials and training throughout the year. A Parent Resource Center houses materials for parents to check-out. The Center further provides learning opportunities for parents that promote literacy, use of technology, tips for success to provide effective communication with parents and teachers, monthly parent newsletters, information about Title I program as it relates to the education of their children, and methods for monitoring their children's progress. The Parent Facilitator (Liaison) will meet monthly with the Coordinator of Federal Programs and the Parent Involvement Contacts (SAC Presidents) at the schools. These joint meetings will serve as an avenue to facilitate communication and trainings. The District will provide train-the-trainer sessions to assist school-level parent contacts with parent training sessions in the following areas:

- \* State academic content standards and State student academic achievement standards;
- \* State and local academic assessments
- \* How to monitor their child's progress and work with educators to improve the achievement of their child.

All of the activities will be structured to ensure a specific correlation to student achievement. Specifically, the MCSD will, to the extent possible, ensure that parental involvement activities:

- \* Include information on student achievement expectations;
- \* Support the involvement of parents in the decision making process;
- \* Engage parents and students in activities to help their child academically;
- \* Provide information to parents on where their child's skills need to improve; and
- \* Provide a method of communicating with parents.

The School-Parent-Student Compact is distributed and signed with teachers, parents and students at the beginning of the school year. The Compact is explained and discussed at the District Parent Advisory Council (DPAC) meeting and school level parent meetings and events. Copies of the School-Parent-Student Compact will be given to new parents to discuss and sign, along with other required Title I documents. Parents and/or teachers may elect to review and/or modify an individual student's School-Parent-Student Compact during a parent-teacher conference. Each school annually revises the School-Parent-Student Compact with input from parents.

## **ANNUAL EVALUATION**

The Madison County School District will take the following actions to conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and

effectiveness of this parent and family engagement policy in improving the academic quality of its Title I, Part A schools.

The evaluation will include identifying barriers to greater participation by parents in 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 evaluation will also include identifying the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and strategies to support successful school and family interactions. The school district will use the findings of the evaluation about its parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, its parent and family engagement policies.

The Title I Parent and Family Engagement Plan (PFEP) is reviewed and/or revised annually. A district-wide survey is also administered annually. Parents will be given at least two opportunities to participate in the survey, by written or online questionnaire.

The MCSD Coordinator Federal Programs and/or the District Title 1 Parent Facilitator (Liaison) will meet at least quarterly with the District Parent Advisory Council (DPAC) for input into the development, implementation, and evaluation of PFEP. As issues arise, the DPAC will work with the Title 1 District Parent Liaison to resolve and improve the program. In March, the DPAC will begin the review of the existing PFEP, analyze participation data, and revise the PFEP as needed. The Coordinator of Federal Programs/Title 1 District Parent Liaison will gather and disseminate data related to the implementation of parent programs at the district and school levels. The DPAC will use the Title I Parent Involvement Evaluation Toolkit in the development of the specific evaluation plan. The DPAC will provide input into the development of parent surveys. Surveys will be distributed in April. In early May, the DPAC will review the results and identify common areas of concern and barriers for greater participation by parents. The information will be used to revise the PFEP and parental involvement activities.

## **RESERVATION OF FUNDS**

The Madison County School District will involve the parents and family members of children served in Title I, Part A schools in decisions about how the one percent (1%) of Title I, Part A funds reserved for parent and family engagement is spent and will ensure that not less than ninety (90%) percent of the one percent (1%) reserved goes directly to Title I schools.

The LEA Title I Program allocates funds for parent involvement based on the guidelines as stipulated by the Every Student Succeeds Act (ESSA) - not less than one percent (1%), of the LEA Title I allocation for parent involvement. Information about the Title I budget is available to parents upon request. regarding the LEA Title I Parent Involvement Policy, Title I Parent and Family Engagement activities and the expending of the Title I allocation for Title I Parent and

Family Engagement activities. All parents are invited to attend the Title I District Parent Advisory Council meetings.

## COORDINATION OF SERVICES

The Madison County School District Title I program will coordinate and integrate parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local programs such as: IDEA, FDLRS, Pre-K, Head Start, Migrant, SIG, Homeless, and other programs as appropriate that encourage and support parents in more fully participating in the education of their children by continuously communicating with parents via multiple media, including:

- Local school websites and teacher websites
- Local media and community/business partners
- Parent-teacher conferences, parent activities, Parent Resource Centers
- Newsletters, emails, signs, posters, and text messaging
- Telephone (connect-ed)
- Social Media (Facebook, etc.)

count	Program	Coordination
1	FDLRS	Parent Liaison and Florida Diagnostic Learning Resource Services (FDLRS), lition will collaborate as needed to coordinate resources and services for parents.
2	VPK	The Title I Parent Liaison and the VPK staff will work together to coordinate transition programs for students entering the regular public school program. Activities include coordinated meetings with parents to discuss transitioning. VPK teachers and the Pre- Kindergarten teachers will also meet with parents to discuss the specific learning needs of students.
3	Students with Disabilities (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students' IEP.
4	Title II	Professional development will be provided to schools to support the needs of staff related to parent involvement.
5	Title IX	Title I identifies homeless students in each school and coordinates support with Title IX and schools.

6	Title I, Part C	Migrant staff will conduct home visits and parent services to meet the needs of migrant families. The migrant facilitator will coordinate parent involvement meetings to teach parents how to help their child at home. Communications are in an easy-to-understand language. Translations for other languages may be provided upon request, and to the extent practicable.
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### **BUILDING CAPACITY OF PARENTS**

The Madison County School District will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing training on the various facets of parent and family engagement activities. During the training sessions, school leaders and parents will work together to brainstorm and plan activities that build parent capacity, build staff capacity in working with parents, activities that support transition, communication, and other topics that parents feel are worthy of including that correlate with the intent of building parent capacity and parent and family engagement programming.

- The challenging State academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators and be an advocate for their child (ren)
- Parent Nights to include activities and materials that can be used at home when working with children to support Reading, Writing, Math, Science, and Social Studies
- Use of technology to review child's progress and to support the core academics
- Homework and Study Tips
- Preparing preschool children for elementary school (training and materials)
- The importance of summer reading (training and materials)

Meetings and trainings are provided to assist parents in understanding of the National, State and District education goals, content standards, and curriculum, district and state assessments, reading, writing, and math skills and strategies. Parents are also provided with additional learning opportunities that promote English literacy, tracking goal progress, and methods for monitoring their children's progress.

### **BUILDING CAPACITY OF SCHOOL STAFF**

The Madison County School District will with the assistance of its schools and parents, educate its teachers, instructional support personnel, principals, school leaders, and other staff in the

value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and schools by the following activities.

The MCSD will conduct training related to increasing parent and family engagement, improving effective school-family communication, creating a welcoming environment, partnering with families to increase student academic achievement, and building relationships with community stakeholders. All faculty and staff of Title I schools will be provided with an opportunity receive ongoing training on effective communication strategies with families to build parent capacity. The Title I Parent Facilitator will conduct a presentation about Parent engagement during Mentor/mentee trainings for new teachers. Title I schools will consider parents' input in planning the training for effective communication practices.

District and school staff will participate in ongoing evidenced based professional development for promoting family engagement and building parent capacity. Schools will be implementing Academic Parent Nights, and coordinate the training for school staff. The district's Office of Federal and Special Programs will provide technical assistance and support to all Title I schools to ensure parental and family engagement requirements are being satisfied and that effective family and community engagement strategies and activities are being implemented. Title I schools receive timely communication, school visits for compliance monitoring, resources, and other technical assistance from the district to help improve and strengthen family engagement practices.

A school may also provides its faculty and staff members with training to assist them in working with parents as equal partners in the educational process and to increase effective communication between the home/school. Parents' input should be considered in planning such training.

## **BUILDING CAPACITY FOR INVOLVEMENT**

Paying reasonable and necessary expenses associated with parental involvement activities, including child care costs, to enable parents to participate in school-related meetings and training sessions

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

Madison County District Schools strive to include all parents in activities, and to the extent practicable accommodate parents with disabilities, language barriers, and other special needs. Parent meetings and trainings are held at various times to meet the needs of all parents.

Additional opportunities for parents to be involved include:

- volunteering in the school and/or classroom; mentoring programs
- joining school leadership teams such as: PTO, School Advisory Councils, Migrant Parent Advisory Council, District Parent Advisory Councils and other school leadership committees