



# **Jefferson County School District**

## **Title I Parent and Family Engagement Plan**

### **2023-2024**

In order to fulfill the requirements of the *Every Student Succeeds Act of 2015 (ESSA)* to recognize that the parent is the child's first and most important teacher, and to provide students with the skills to meet the challenging academic standards required by the state, the Jefferson County School System agrees to implement the formation of partnerships between the home, the school, and the community.

### **Enlighten, Engage, Empower**

#### **Mission**

The mission of the Jefferson County School System is to ensure rigorous learning for all through engaging, innovative instruction, responsible resource management, and meaningful community and family collaboration focused on student success.

#### **Guiding Principles**

As a learning community committed to excellence, we believe in:

1. Ensuring academic achievement and success for all students through rigorous, relevant curriculum and engaging, effective instruction that result in college and career ready graduates.
2. Using data to guide decision making, to demonstrate accountability, and to inform continuous improvement.
3. Engaging in collaborative partnerships and teamwork among staff, students, families and the community to focus all efforts and resources on student success.
4. Supporting the continued professional development and growth of all employees and valuing their contributions.
5. Providing safe and secure school facilities that are well maintained, well equipped, and technologically rich.
6. Maintaining open communication, fiscal responsibility, and equitable distribution of system resources to inspire trust, cooperation, and active support for student success.

### **PART I. GENERAL EXPECTATIONS**

The Jefferson 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 through 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 include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this LEA parent and family engagement plan 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 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 one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental and 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) 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 school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

The Parental Information and Resource Center (PIRC) is no longer funded at the national level; however, The Alabama Parent Education Center will provide services previously funded by PIRC by a contractual agreement. For more information contact:

Alabama Parent Education Center  
Jeana Winter, Executive Director  
P.O. Box 118  
Wetumpka, Alabama 36092  
334-567-2252 or 866-532-7660

## **PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED LEA PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS**

1. The **Jefferson County School District** will take the following actions to involve parents in the joint development of its LEA parent and family engagement plan under section 1112 of the ESEA:
  - Establish a LEA Parent Advisory Committee;
  - Meet with the Parent Advisory Committee regarding the LEA Parent and Family Engagement Plan;
  - Conduct scheduled meetings with the Parent Advisory Committee;
  - Incorporate parent ideas/suggestions into the LEA Parent and Family Engagement Plan;

- Send parent suggestions from the LEA Parent and Family Engagement Committee to Title I Schools in an effort to improve parent and family engagement/communication.
2. The **Jefferson 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:
- An adequate representation of parents will serve on the local school continuous improvement team to help develop and review the continuous improvement plan;
  - Local schools will review current academic data based on state assessments to determine if the school is meeting growth targets.
3. The **Jefferson 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 parent and family engagement activities to improve student academic achievement and school performance:
- Provide technical assistance for schools regarding the Annual Evaluation of Parent and Family Engagement and Parent Needs Survey;
  - Provide materials for school administrators and teachers to assist in developing effective parent and family engagement techniques and strategies;
  - Provide technical assistance for schools to develop training for parents in how to support their child academically;
  - Provide technical assistance for schools to develop training for parent leaders in local schools to enhance engagement of other parents and families;
  - Provide technical assistance for schools to develop training for teachers in effective parent communication strategies in order to build relationships with parents and families;
  - Provide technical assistance for schools regarding purchasing decisions of take home materials for academic enrichment as suggested by the Parent Advisory Committee;
  - Provide information on outside agencies to meet the needs of schools and families;
  - Assist schools in developing and implementing their local Parent and Family Engagement Plan;
  - Conduct parent and family engagement meetings with administrators and teachers;
  - Provide parenting tips on the district website;
  - Provide parent and family engagement templates for use by local schools (examples: School-Parent Compacts, CJP at a Glance, Annual Title I Meeting PowerPoint, etc.);
  - Continue to assist schools with designating a "Parent Involvement (PI) Coordinator" and organizing a "Parent Involvement Committee";
  - Provide training for PI Coordinators to build parent and family engagement capacity at the schools;
  - Continue to assist schools in developing effective ways to communicate with parents both written and digital (emails, text messages, agendas, website, etc.);
  - Assist schools in determining and scheduling parenting events within feeder patterns;
  - Assist schools in determining and scheduling volunteer opportunities for parents;
  - Assist schools in providing translators at meetings and functions;
  - Assist schools in addressing identified barriers to parent and family engagement.
4. The **Jefferson County School District** will coordinate and integrate parent and family engagement strategies in Part A with parent and family engagement strategies under the following other programs: Head Start, Office of School Readiness, PTA Executive Council, Children's Policy Council, and various United Way Agencies:
- Invite representatives to serve on the Federal Programs Advisory Council (FPAC);
  - Conduct program visitations;
  - Distribute academic standards;
  - Form preschool partnerships with local preschool providers;
  - Provide, upon request, information and presenter for meetings;



- Offer opportunities for schools to participate in professional development to assist with building parental capacity.
5. The **Jefferson 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 Parent and Family Engagement Plan in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement 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 parent and family engagement plan and activities to design strategies for more effective parent and family engagement, and to revise, if necessary (with the involvement of parents) its parent and family engagement plan:
- Local school administrators and parent involvement coordinators will be responsible for conducting an evaluation of parent and family engagement with assistance of district personnel;
  - The Annual Parent Evaluation/ Title I Parent Survey will be distributed through the district. The results of the survey, along with input from parent involvement committees, the Continuous Improvement Plan, and student data will be analyzed and reported to the LEA;
  - Individual school's recommendations will be brought before the LEA Parent Advisory Committee who will discuss the results and identify trends. This information will be used to revise the LEA Title I Parent and Family Engagement Plan;
  - Evaluation results will be shared with stakeholders, as well as the SDE.;
  - Comments of concern, discontent, or disagreement with the current plan should be sent to the Director of Federal Programs at 2100 18<sup>th</sup> Street South, Birmingham, AL 35209.
6. The **Jefferson County School District** will build the schools' and parents' capacity for strong parent and family engagement, 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 the following:
- ▶ 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:
    - Inform parents of current academic content standards;
    - Distribute student academic assessment data to parents;
    - Provide parent training and resource materials on interpreting test data, test preparation, how to provide effective homework assistance, effective communication with teachers, how to be involved at your child's school;
    - Conduct Annual Title I Parent meetings to discuss requirements of Part A and inform parents of their rights;
    - Develop parent resource centers at local schools;
    - Distribute resource materials to schools.

- 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:
- Developing the local school parent resource centers based on suggestions from local parents (informal conversations, parent needs surveys, Parent Involvement Committee, etc.);
  - Conducting parent academies that include family literacy, math, and testing events in schools;
  - Offering alternative presentation formats using technology such as parent webinars or recordings for parents who are unable to attend parent academies/trainings when possible;
  - Providing digital devices and virtual learning support for families;
  - Providing take home materials that use technology and inform parents of effective ways to use technology to improve academic achievement. (computer assisted math, language, and reading programs, digital devices, etc.);
  - Receiving assistance from school counselors in locating resources to address family needs.
- 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:
- Inviting representatives from local community agencies to serve as members of the Federal Programs Advisory Council;
  - Conducting professional development with personnel in charge of registration and those who are first points of contact each year to eliminate barriers during the registration process;
  - Informing schools when workshops and information is available on various subjects;
  - Purchasing materials and providing training for a cross section of school personnel on how to effectively work with parents, including building parental capacity to increase academic achievement;
  - Distributing parenting materials to enhance development of local schools' parent resource centers;
  - Providing training for new teachers on benefits of working closely with parents;
  - Providing training for faculty/staff on ways to communicate and involve non-English speaking families and raise cultural awareness;
  - Providing opportunities for collaboration on developing strong parent and family engagement;
  - Providing training and support to Parent Involvement Coordinators at local schools;
  - Providing training and continual support for local school homeless/foster care liaisons.
- D. The school district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Office of School Readiness, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
- Forming preschool partnerships
    - Provide information on school expectations and standards on effective parent communication;
    - Collaborate with various community agencies;
    - Meet with local preschools to encourage them to use parent resource materials and professional libraries.
- E. The school district will take the following actions to ensure that information related to schools and parents, such as 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:

- Send LEA and local school plans to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, translate in a language the parents can understand;
- Translate communication and relative policies;
- Provide, to the extent practicable, translators at parent meetings/conferences;
- Provide, to the extent practicable, parent resource materials in a language that parents can understand;
- Post the LEA Parent and Family Engagement Plan on the JefCoEd website (to the extent practicable, in a language the parents can understand);
- Distribute Welcoming Packets to K-2 non-English speaking families at registration;
- Distribute Welcoming letters to newly enrolled non-English speaking families;
- Distribute Bilingual Parent Newsletters to non-English speaking families;
- Use additional translation services for written and oral communication. (TransAct, ELSA, MasterWord);
- Provide, to the extent practicable, virtual parent meetings throughout the school year.

### **PART III. DISCRETIONARY LEA PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS**

The Jefferson County School District, in consultation with its parents and community stakeholders, chooses to undertake the following activities to build parents' capacity for involvement in the school and school system to support their children's academic achievement, under section 1118(e) of the ESEA:

- Involve parents in the development of training for teachers, principals, and other educators to improve the home-school connection;
- Provide academic, as well as, social/emotional training for parents hosted at the local schools;
- Train parents to enhance the involvement of other parents;
- Arrange school meetings at a variety of times or conduct in-home visits when necessary in order to maximize parent and family engagement in their children's education;
- Adopt and implement model approaches to improve parent and family engagement;
- Establish an LEA Parent Advisory Committee to provide advice on all matters related to parent and family engagement in Title I, Part A programs;
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities;
- Provide other reasonable support for parent and family engagement activities under section 1118 as parents may request.

### **PART IV. APPROVAL**

This LEA Parent and Family Engagement Plan has been developed jointly with, and agreed on by parents of children participating in Title I, Part A programs, as evidenced by agendas and sign-in sheets from the Jefferson County Federal Programs Parent Advisory Committee and the Federal Programs Advisory Council. The school district will make this plan available to all parents of participating Title I, Part A children.

  
PLAN APPROVED BY (Person or Entity)

0-2-2023  
DATE OF APPROVAL