

Jefferson Davis Title I

Family Involvement Handbook & Volunteer Guide

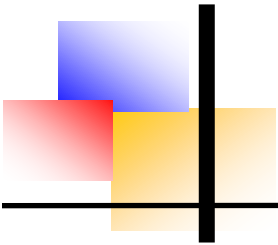


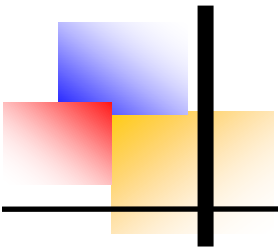
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INTRODUCTION

Research shows why family involvement is so important:

- From birth to 18 years of age, children spend approximately 92% of their time outside of school and under the influence of their families.
- The earlier in a child's educational process family involvement begins, the more powerful the effect, but students of all ages benefit from family involvement.
- Home environment is a more powerful influence over what children learn inside and outside of school than parent's level of income or education.
- Student achievement is increased when parents read with their children, support their work on homework assignments, or tutor them using materials and instructions provided by teachers.
- Achievement benefits are noted when parents work directly with their children on learning activities at home, but also when they attend and actively support school activities or help out in classrooms.



WHAT IS TITLE I?

Title I of *Every Student Succeeds Act* is the largest federal aid program for elementary and secondary schools. “The purpose of this title is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.”

Title I funds are allocated to each parish based on needs and population. Most Title I funds are used to provide extra help in reading and math for elementary school children. Title I funds are also used for salaries, materials, supplies, equipment, professional development activities, and family involvement resources and activities.

The eight elementary schools of Jefferson Davis parish are classified as Title I schools and receive schoolwide services from Title I funds. Some of these services include computer-assisted-instruction (CAI) labs for reading and math using SuccessMaker software as well as other technology-based instruction such as Accelerated Reader, Accelerated Math, and FASTT Math. Other services include Pre-K classes, extended day tutoring, and small group instruction/intervention.

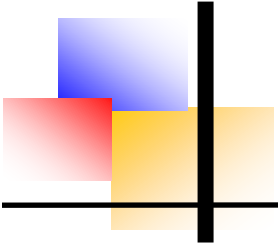
Title I also provides resources and activities for families. Resources are available at the Parent Center located at the Educational Media Center on 720 E. Plaquemine in Jennings. Prime Time Family Reading Time is also sponsored by Title I.

JEFF DAVIS PARENTAL INVOLVEMENT PROGRAM

Expectations: Jeff Davis Parish will create a partnership among parents, teachers, principals, staff & community to provide a quality education for every child in the district.

Goals:

1. Parents are involved in the process of school review and school improvement.
2. District will coordinate and integrate parent involvement strategies with Head Start.
3. District will provide assistance to parents in understanding state testing and accountability topics.
4. District will provide materials and training to help parents work with their children to improve academic achievement.



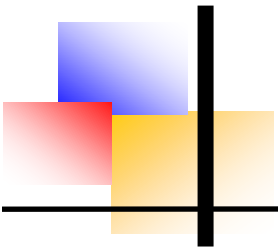
TITLE I PARENT CENTER



Located at the Educational Media Center
720 East Plaquemine Street, Jennings
Monday-Friday 9:00-12:00 & 1:00-4:00

Three certified teachers are on staff to assist you in working more effectively with your children. Electronic games and various educational materials and information may be checked out free of charge. Parenting videos, parenting workshops, and parent liaison services are offered as well.





TITLE I COMMUNITY SERVICES & ACTIVITIES

- ♦ Parent Center
- ♦ Parent Liaisons
- ♦ Online Newsletter
- ♦ Prime Time Reading
- ♦ Web Resources
- ♦ School-Site Open House

Flyers are sent home with students announcing dates and times.

WEBSITE INFORMATION

Log on to www.jeffersondavis.org and click on “Parent Center” from the Departments list. Be sure to view our online newsletter, “Ideas for Parents” and check out the “Today’s Tips for Parents” & “School Success Library” as well as other helpful information and activities.

PARISH RESOURCES

The Parent Center

720 E. Plaquemine Street
Jennings 337.824.0597

Bookmobile available in Topsy,
Thornwell, Lacassine, and Fenton

Public Libraries in Elton, Jennings,
Lake Arthur, and Welsh

Jeff Davis Extension Office located at the
courthouse

**McKinney-Vento Homeless Assistance Pro-
gram** located at the Media Center, Jennings
337-824-0597

Educating homeless students and youth.

RESOURCES ON THE WEB

Jefferson Davis Title I Parenting Center

<http://www.jeffersondavis.org>

Louisiana Spirit Hurricane Recovery

<http://www.dhh.state.la.us/offices/?ID=231>

Parent-Teacher Conferences

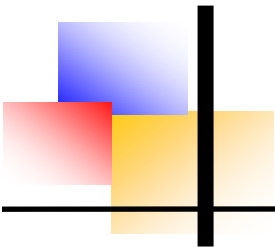
<http://www.teachersandfamilies.com/open/parent/parent-tchr1.cfm>

Helping Children Succeed in School

<http://www.urbanext.uiuc.edu/succeed/01-parental.html>

Louisiana State Department of Education

<http://www.doe.state.la.us>



CONTACTS

Federal Programs

(Title I, Homeless, Title II, Title IV)

Educational Media Center

720 East Plaquemine Street
Jennings, LA 70546
337-824-0597 / 337-824-4112 (fax)

Federal Programs Supervisor

Angie Bech

Federal Programs Coordinator

Rory Myers

Parenting Center Parent Liaisons:

Parent Liaison:

Geraldine Segura

Parent Involvement Coordinator,

Homeless Liaison

Sharon Phenice Ardoin

JEFF DAVIS SCHOOLS

Elton Elementary

614 Powell Road, Elton
Principal, TBA
584.2892

Jennings High

2310 N. Sherman St., Jennings
Principal, Selena Gomez
824.0642

Welsh Elementary

222 E. Bourgeois St., Welsh
Principal, Amy Treme
734.2351

Elton High

903 2nd Street, Elton
Principal, John Gay
584.2991

Lacassine High

409 Algonia Ave., Lacassine
Principal, Christina Fontenot
588.4206

Welsh High

306 E. Bourgeois St., Welsh
Principal, Brant Smith
734.2361

Fenton Elementary

PO Box 250, Fenton
Principal, Frances LeBlanc
756.2326

Lake Arthur Elementary

511 Mill Ave., Lake Arthur
Principal, Donna Woods
774.3323

Welsh-Roanoke Jr. High

8150 Hwy. 90, Roanoke
Principal, Michael Fontenot
753.2317

Hathaway High

4040 Pine Island Hwy., Jennings
Principal, Cassidy Juneau
824.4452

Lake Arthur High

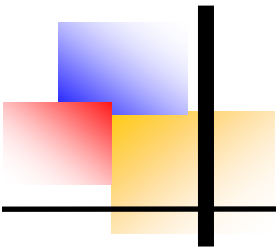
4374 Tiger Lane, Lake Arthur
Principal, Amanda Fontenot
774.5152

Jennings Elementary

620 Florence St., Jennings
Principal, David Harper
824.4972

Ward Elementary

208 Shankland Ave., Jennings
Principal, Tanya Gaudet
824.1235



WAYS TO VOLUNTEER

- ♦ Assist in preparations for special events and programs
- ♦ Assist the librarian
- ♦ Reproduce materials
- ♦ Chaperone events and field trips
- ♦ Serve on the Title I District Advisory Council
- ♦ Share your area of expertise as a “guest teacher”
- ♦ Assist the school secretary
- ♦ Assist in organizing class parties
- ♦ Assist with fundraisers and other scheduled events such as picture day
- ♦ Act as a lunchroom monitor
- ♦ Assemble bulletin boards and other displays

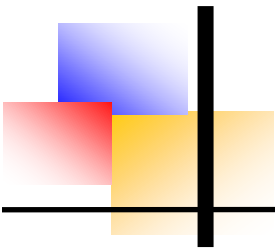
DO'S AND DON'TS FOR VOLUNTEERS

Do. . . .

- ♦ Check in with the office upon arrival to sign in and receive ID tag.
- ♦ Wear appropriate school attire.
- ♦ Keep all school business confidential.
- ♦ Be reliable. If you cannot keep a commitment, notify the school as soon as possible.
- ♦ When using copy machines and other equipment, allow teachers first use since their time is often limited to recesses, etc.
- ♦ When discipline problems arise, alert a teacher. The teacher will determine the appropriate action or consequence.
- ♦ Assist with tasks other than grading papers.

Don't....

- ♦ Think you are without skills to offer.
- ♦ Be discouraged if your offer to help is not accepted right away. Contact the school in advance so that teachers can plan and prepare tasks for you to do.



2019-20 Jefferson Davis Title I Parental Involvement Plan

Statement of Purpose

A major goal of the Jefferson Davis Parish Title I Program is to encourage greater involvement of parents in the education of their children and in developing a strong partnership with teachers, principals, staff, the community and school. The Jefferson Davis Parish School System is committed to the goal of providing quality education for every child in this district. The child benefits if the school and home form a partnership promoting high expectations for our children. Parents are the children's first teachers. Parental support for their children and for the school is critical to their children's success at every step of the way. The Jefferson Davis Parish School District strives to include parents in all aspects of the district's Title I Program. The goal is to have a strong school-home partnership that will help all students in the district succeed.

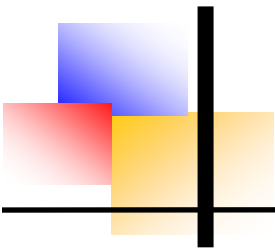
Parental Involvement in Developing the Plan

A district-wide Advisory Council, with principals, teachers, Title I staff and supervisors develop a Title I Parental Involvement Plan. The District Advisory Council is comprised of parents and staff members selected in each Title I school attendance area and other Title I staff. The goal is to have at least one parent from each school whose children are participating in the Title I Program. The plan is reviewed annually for suggested revisions from the District Advisory Council and feedback from parents and school personnel. Parent input is considered in programmatic decisions and incorporated in the development of the Unified Application. Parents also serve on the school site School Improvement Teams (SIT) to further develop specific parent activities and programs. The district provides annual training on effective parent/family involvement for schools to use the information to improve their school site plan and activities.

Meetings/Communications

The District Advisory Council meets twice a year. The first meeting will be in the fall and the second in the spring of each year. Parents are provided information about the Title I guidelines. Copies of the district's current Parental Involvement Plan are distributed. Parents are given opportunities to become involved in all aspects of the partnership on the district and school level and the schools will build the capacity for strong parental involvement through the following activities: parent-teacher conferences will be held at the request of parents or teachers to discuss student performance (the conferences will be held at the school site); an open-house will be held at each school; parenting workshops will be offered throughout the year at the Parent Center or individual schools; Family Nights and Visitation Days will be held at school sites to provide parents the opportunity to participate in various mini-sessions and/or attend presentations by guest speakers; communication with parents will include a Title I online newsletter with daily updates accessible through the Jeff Davis website; a copy of the Jeff Davis Parent Involvement Plan is distributed along with a Parent Center flier and a federal programs brochure; notices, letters, fliers, progress reports, and a calendar of activities will be sent home with students; other contacts will be made through telephone calls, newspaper notices and home visits; teachers will be encouraged to use the Parent Center Referral forms to refer parents to the Title I Parent Center for help in specific skills; and parents will be encouraged to talk with their child's teacher when they are not concerned about a problem, as well as when they are concerned, and teachers will be encouraged to send notes and make calls to parents when children are experiencing success, as well as when they are having difficulties. Parents are notified that they have the right to request information about the qualifications of their children's teachers or a paraprofessional who instructs them.

Parents are notified that they have the right to request information about the qualifications of their children's teachers or a paraprofessional who instructs them. Parents are also informed that they will be notified in the event that their child is assigned to, or taught for at least four consecutive weeks by a teacher who is not highly qualified, or if their child is placed in a program for English Learners (EL) students. The English Learners (EL) teacher will provide information regarding the program activities, how it will help their child learn English, the exit requirements, and will work with the family in developing strategies to enhance the effectiveness of the program.



Title I Parent Center

A parenting center will be available for use by parents with children in Pre-K through 5th grade Title I schools. The center located at 720 E. Plaquemine in Jennings will be open Monday through Friday from 9:00 a.m.-4:00 p.m. Flexible hours may be arranged by contacting the Parent Center staff. The staff consists of certified teachers who will be available to assist parents in working more effectively with their children. Electronic games and various educational materials and information may be checked out free of charge. Parent Liaisons will facilitate communication between parents and

School-Parent Compact

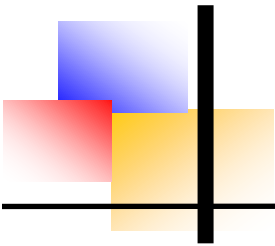
Each school must share responsibility with parents for high student performance by developing a school-parent student compact jointly with parents of children participating in the program. These compacts will outline how parents, staff and students will share responsibility for promoting high student achievement. Parents will receive the compact from their child's school with a checklist of responsibilities that teachers, parents, and students will have for helping students achieve the goals. The content of the compact will be discussed at the school meetings with the parent and child's teacher. When appropriate, parents should discuss the compact with their child(ren) before signing it and having their child(ren) sign.

Types of Parental Involvement

Family/parent involvement is solicited and encouraged in developing the School Improvement Plan (SIP) and participating in quarterly School Improvement Team (SIT) meetings. To ensure that parents have input and a voice in the SIP, parent representatives serve on the individual school site SIT along with teachers and other staff for review of school data and recommending improvement strategies. Parent involvement activities also include: community meetings or training on the school improvement process, informational meetings on understanding testing and other data, newsletters, web site postings, etc. Other parental involvement informational meetings or training may include: parent education on various topics, preparation for test taking, technology, etc. There are many ways in which parents can be involved with their child's education. The Jefferson Davis Parish School District values both at-home contributions and those that take place at school and in the community. Reading to children at home, talking with them at family mealtime, providing an at-home study period, making sure homework assignments are complete and monitoring TV programs are as important as volunteering at school or serving on committees. Many types of parental involvement are needed in a school-home-community partnership that will help all children to succeed. For additional ways to become involved parents should check with their child's classroom teacher, building level principal, or the Title I Parent Center staff.

Coordination, Technical Assistance and Other Support

The Central Office staff, District Title I staff, School Support Team and district board will provide coordination, technical assistance and support necessary to assist participating schools in planning and implementing effective parental involvement. The district provides resources and annual training on increasing the effectiveness of the school site parent involvement activities, how to effectively communicate with parents and work with parents as partners, and how to address parent requests in ways most beneficial to the child. The District Advisory Council also addresses activities to build capacity at the district and school level. The district provides a parenting center and qualified staff to provide assistance to schools and families. The Title I supervisory staff, parent coordinator and parent liaisons will make every effort to coordinate and integrate parental involvement strategies with other school community programs such as Pre-K, Head Start, Health and Human Services programs and other literacy training. Under McKinney-Vento legislation, students deemed eligible for homeless can receive assistance through the Jeff Davis Title I office.



Evaluation

The district-wide Title I Advisory Council will be involved in the process of school review and improvement. Parents of children in the Title I program will be a part of this group. The aim will be to evaluate the schools in this district, collecting information in a variety of ways such as parent surveys, meeting discussions, review of school performance or school climate, etc. There will be an annual evaluation of the content and effectiveness of the Title I Parental Involvement Program by review of participation and feedback from parents and schools using surveys and questionnaires. The evaluation will include an assessment of how much parental involvement is increasing at the school and district levels and what barriers to parental participation still need to be overcome, and possible strategies to address these barriers. The school district will revise its Parental Involvement Plan on the basis of the annual review.

Louisiana Department of Education Complaint Procedures For The Elementary and Secondary Education Act of 1965

If the Jefferson Davis Parish School System Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with The Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online at the following website address: <http://www.doa.louisiana.gov/osr/lac/28v115/28v115.doc>. Parents may also request a copy of this bulletin by calling the Department's toll-free number 1-877-453-2721. This bulletin contains detailed procedures established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §6301, et. seq. (ESEA).

Summarized from the above handbook, complaints to the Louisiana Department of Education must (1) be in writing and (2) describe a violation of the law or a violation of federal statutes or regulations.

The written complaint must include:

- A statement of the violation of a requirement of a pertinent federal statute or regulation;
- The facts on which the statement is based, including the name of the local education agency;
- A proposed solution for the problem;
- The parent's signature and contact information;
- Only violations occurring within the past year.

A parent is notified when a complaint has been received by the Department, and complaints will be resolved within 60 days of the receiving the complaint, unless the timeline has been extended. The parent will receive a written decision addressing each violation and will also be informed of the right to request that the Secretary of the United States Department of Education review the decision made by the Louisiana Department of Education.