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FLORIDA DEPARTMENT OF
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Pam Stewart
Commissioner of Education

October 28, 2016

Ms. Debra Lands-Buckles
Putnam County School District
200 South 7th Street
Palatka, FL 32177

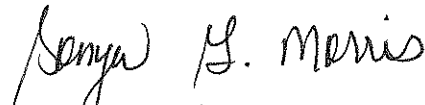
Dear Ms. Lands-Buckles:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Putnam County's 2016-17 LEA Parental Involvement Policy.

Please be reminded that the LEA Parent Involvement Policy/Plan must meet all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act. The LEA is also required to share the contents of the parental involvement policy with parents of children participating in the Title I program. The information must be provided in an understandable and uniform format, including alternative formats upon request.

If you have questions or need additional information, please contact Tony Graham via email at Tony.Graham@fldoe.org, or by telephone at 850-245-9893.

Sincerely,


Sonya G. Morris

SGM/tog

PUTNAM Title I, Part A Parental Involvement Plan

I, Phyllis Criswell, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The LEA 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 LEA 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 includes, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA;
- The LEA will incorporate this LEA-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 LEA 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 [Section 1118(f)];
- 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 LEA will submit any parent comments with the plan when the LEA submits the plan to FDOE;
- The LEA 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools, after equitable provisions have been provided to participating private schools;
- The LEA will be governed by the statutory definition of "parental involvement" defined in Section 9101 (32), and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition; and

Phyllis L. Criswell

10/05/16

Signature of Superintendent or Designee

(Note: If this certification is signed by a designee, then the letter authorizing this person to sign in place of the Superintendent must be included with this request.)

Date Signed

Marva Johnson, *Chair*
John R. Padgett, *Vice Chair*
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2016-2017 LEA Parental Involvement Adoption Page

LEA or District Name: Putnam

This policy was adopted by the LEA on 10/05/16 and will be in effect for the period of one year through 10/05/17. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 11/05/16.



(Signature of Title I Authorized Representative)

(Date)

10/5/16

Provide evidence that the LEA PIP was developed with the input of parents and based on the evaluation of the previous year PIP.

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission underlying the Parent Involvement Policy is to actively partner with parents and families to strengthen the home/school connection by providing resources, training and information that support student academic success and personal development.

Involvement of Parents

Describe the actions the LEA will take to involve parents in the following required policies/plans:

- LEA-wide parental involvement policy (PIP)[Section 1118(a)(2)];
- LEA plan [Sections 1112 (c)(H), 1112(d)(1)]; -and
- How the funds reserved for parental involvement will be spent [Section 1118(a)(2)].

Response: The Putnam County District will take the following actions to involve parents in the joint development of the District-wide parent involvement plan(PIP) and the LEA plan:

1. Invite parents/caregivers of Title I students to attend and participate in various Parent Involvement District Advisory Council (PIDAC) meetings. Ensure meetings have an agenda, sign in sheet, minutes and surveys to validate compliance. School administrators are asked to provide names of parents who may be available to attend a district meeting once a month at the Federal Programs conference room. Community liaisons are invited to participate as stakeholders in education. Using the template provided by the Department of Education, the Director facilitates the development of the PIP with direct input from parents. The PIDAC minutes reflect the review and editing of the PIP and the allocation of funds reserved for parent involvement.
2. Provide Title I schools with the District Title I Parent Involvement Plan.
3. Provide schools with pertinent information to conduct an Annual Title I Meeting including timely information regarding curriculum, academic assessment, expected student proficiency, and opportunities for parent input. An agenda, sign-in sheet/s and handouts will be provided to validate the meetings and copies will be kept in the schools Title I audit box.
4. Provide regular Title I information in all school communication forums. We will use Omnilert, an automated phone messaging system, to provide parents with District Information.

In order to involve parents in the process of school review, school improvement, and determining expenditures for parent involvement dollars, the Putnam County School District will:

1. Provide schools the annual Title I survey results so schools may utilize information to revise/update school improvement plan strategies.
2. Identify barriers that prevent parents from becoming involved at the school. Identification can be made by PIDAC minutes, regular Title I Administrative Staff Reviews, and parent survey results. Information is then passed to schools for school staff and parents to address and present solutions for the barriers.
3. Involve PIDAC members in the identification of barriers to parental involvement in their schools and suggest solutions. After identification of barriers, formulate an action plan for strategies to overcome the barrier to parent involvement. PIDAC parents share solutions with their individual schools.
4. Communicate the survey results to PIDAC members after the results are tabulated and before the current school year is over.

5. Ensure PIDAC meetings focus on requested issues using the PIDAC interest survey for parents, to determine priority interest levels.
6. Ensure that PIDAC members are advised of and involved in a meeting to determine expenditures of parent involvement allocations.
7. Share availability of resources purchased for checkout by parents and schools. Get parent input regarding additional resources.
8. Title I office updates the Title I Bifold yearly. The bifold is printed in English and Spanish and delivered to each Title I school for each district student to backpack home to parents.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 1118(a)(2)(B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 1118 [34 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

Response: The PCSD will provide the necessary coordination, technical assistance and support for Title I schools to plan and implement effective parental involvement and improve student achievement.

1. A Title I representative will provide technical assistance to schools revising Parent Involvement Plans using the PIP Rubric evaluation document and monitor activities that promote parent involvement with emphasis on student achievement. Monitoring of implementation of each schools' PIP is through emails, sign-in sheets, agendas and handouts for activities filed in each school's audit box.
2. Each school will develop, disseminate and advertise parent involvement activities, with an emphasis on curriculum and the goal of increased student achievement.
3. Title I staff will conduct administrative staff reviews and consultations regarding compliance issues. Title I Director requests four Title I documented parent involvement activities conducted and validated in audit box.
4. The Director of Federal Programs will conduct four administrative staff reviews and share parent involvement budget updates, along with best practices to support parent engagement.

Coordination and Integration

Describe how the LEA will coordinate and integrate parental involvement strategies from Part A of Title I with other federal programs (including but not limited to Head Start, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPY), Voluntary Pre-Kindergarten, Title I, Part C, Title I, Part D of Title I, Title III, and Title IV, Part A) [Sections 1118 (a)(2)(D) and 1118(e)(4)].

count	Program	Coordination
1	Title I Part C	Coordinate English Language classes for non-English speaking parents/advocate for families at school meetings.
2	Title III	Coordinate English Language classes for non-English speaking parents/ advocate for families during meetings.
3	Title X	Coordinate transportation services for parents of homeless students to school functions, doctor appt. and meetings, etc.
4	Voluntary Pre-K	Coordinate with schools to advertise Kindergarten roundup with area voluntary pre-k daycares.

Annual Evaluation

Describe the actions the LEA will take 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 [Section 1118(a)(2)(E)].

- Response:**
1. Ensure the PIDAC annually reviews and revises the parent survey to ensure cultural sensitivity.
 2. Survey parents/families and staff of Title I schools for feedback regarding the district parent involvement program.
 4. Review and analyze survey results with PIDAC members prior to the end of the school year. PIDAC members and Title I staff will use survey data to create a parent evaluation report to share with stake holders at the school and district level. Sign-in sheet and minutes of this meeting are filed in the district Title I audit box as proof of compliance.
 3. At the Title I Administrative Staff Review, utilize survey results, district and school performance data, and attendance data to evaluate the subsequent year's project.
 5. Make recommendations during administrative staff reviews at Title I schools for strategies to increase parent involvement with regard to school improvement if applicable. May share Sparkplugs from PTA/DOE.

Building Capacity

If the LEA plans to implement LEA-wide activities, describe the actions the LEA will take to build the

schools' and parents' capacity for strong parental involvement, 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 [Sections 1118(a)(2)(C), 1118(e)(1-14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PIDAC monthly meetings that address the state's academic content standards, student academic achievement standards and state and local assessments including alternate assessments	Title I Director	Increase parent/family knowledge base of educational strategies to assist students to achieve. Build PIDAC members knowledge base to share with individual schools.	Sept. 2016-June 2017	Parents become more engaged and student performance and achievement levels rise.
2	Administrative staff review	Title I Director	Monitor school/parent/student activities	Four times a year	More efficient use of funds and resources to support parent/family assistance of children for increased academic performance.
3	Parent Resource Center	Title I Staff	Resources available for school/parent checkout	2016-2017 school year	Educational resources available for parent/student interaction
4	Parent Resources	Title I Staff	Provide hard copy resources to schools for parent center	2016-2017 school year	Increase site-based resources for teachers and parents. Provide counselors additional resources for parents

Staff Training

Describe the professional development activities the LEA will provide, with the assistance of the schools and parents, to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Administrative Review	Title I Director	Encourage administrators to promote staff/parent involvement through PLC's	August 2016-May 2017	Partnering teachers with parents will increase knowledge of student needs.
2	Individual School workshops with faculties on increased importance of parent engagement. The impact on student achievement will be emphasized at professional development meetings.	School Administration	Valued parent participation impacts student learning activities	August 2016-May 2017	Parent contact logs at schools and Skyward Portal will reflect parent engagement and exposure to information and resources to assist students in academic success.

Communication and Accessibility

Describe how the LEA will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

- Response:** 1. Provide translation of all Title I Part A parent correspondence based on needs or request of parents or schools.
2. Offer services of a Spanish translator to all schools.
 3. Provide correspondence in other languages as needed and requested.
 4. Utilize the PIDAC to determine any expressed needs for format revisions to any district document.
 5. Ensure schools provide information to parents in a language they can understand using the audit box review of documents to ensure compliance.
 6. Use district data system, Skyward, to provide parents access to student data through Parent Portal, an Internet based system connecting home and school.

7. Apprise parents of the handicapped accessibility of all district facilities.

Discretionary Activities

The LEA parental involvement policy may include additional discretionary activities that the LEA, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement [Section 1118(e)]. Check here if the LEA does not plan to implement the discretionary parental involvement activities. Check all activities the LEA plans to implement:

☒ Not Applicable

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Uploaded Document

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of the activities offered to help build the capacity of parents improve their children academic achievement [Section 1118(e)(1-2)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	PIDAC meetings	9	76	The parents who are engaged see increased levels of performance.
2	Administrative staff review	3	180	efficient use of Title I funds to engage parents and increase achievement
3	Parent Resources/Title I bifold/FCAT resources/PI resources info/check out materials	9	76	parent/student information and interaction materials for building better family school ties

Staff Training Summary

Provide a summary of the professional development activities provided by the LEA to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118(e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Train staff to build prominent ties with parents to partner with teachers to promote education	20	1700	partners teachers and parents=student success
2	Title I Admin. review/PLC parent communication encouraged	3	180	increased staff/parent/student interaction

Private School Summary

Provide a summary of the parental involvement activities provided for private schools implementing a Title I, Part A program [Section 1120(a)(1)]

☒ Not Applicable

Barriers

Describe the barriers which hindered participation by parents in parental involvement activities during the previous school year. Include the steps the LEA will take during the upcoming school year to overcome the barriers and design more effective parental involvement policies (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(2)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of response to parent/family survey impacts the identification of barriers and the design of effective parental involvement policies	Offer survey opportunities to parent/families more than once during the school year to inform policy decisions. Utilize PIDAC members to bring information from SAC, PTO, and other school-based events for discussion at monthly meetings with Title I staff. Evaluate Administrative Review data for parent involvement activities offered at each school to determine if trends exist between activities with greater parent/family involvement.
2	Events are scheduled when parents can't attend.	Inform school administration of this barrier to parent involvement and encourage creativity and flexibility when planning events.
3	Inform school administration of this barrier to parent involvement and encourage creativity and flexibility when planning events.	Inform school administration of this barrier and encourage parental involvement activities that give parents skills to help students at home. Plan district level parent involvement trainings based on PIDAC interest survey data addressing this need. Encourage and support PIDAC members' sharing of information at school sites.

Best Practices (Optional)

Describe the parental involvement activity/strategy implemented during the previous school year that the LEA considers the most effective. This information may be shared with other LEAs as a best practice.
(Optional)

count	Content/Purpose	Description of the Activity
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