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November 30, 2016

Ms. Eugenia Robinson  
Bay County School District  
1311 Balboa Ave  
Panama City, FL 32401

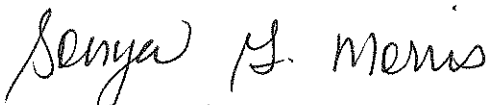
Dear Ms. Robinson:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Bay 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](mailto:Tony.Graham@fldoe.org), or by telephone at 850-245-9893.

Sincerely,

  
Sonya G. Morris

SGM/tog

## BAY Title I, Part A Parental Involvement Plan

I, William V. Husfelt, III, 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



**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

State Board of Education

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**2016-2017 LEA Parental Involvement Adoption Page**

**LEA or District Name:** Bay District Schools

This policy was adopted by the LEA on 07/01/2016 and will be in effect for the period of one year through 06/30/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 12/15/2016.

  
(Signature of Title I Authorized Representative)

10/4/16  
(Date)

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

## BAY Title I, Part A Parental Involvement Plan

I, William V. Husfelt, III, 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

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#### 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

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** Our mission is to establish a close relationship between home and school by advancing opportunities and removing barriers for parents to become actively engaged in academics and school activities. We believe that building this relationship between home and school will assist students in developing into self-directed, lifelong learners and responsible citizens.

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## 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 District Parent Task Force is composed of parents who volunteer to serve on the committee. Each Title I school is asked to locate 2 parents willing to serve. The District also distributes information about the committee in annual newsletter to all parents and asks for volunteers. Each meeting is conducted in both the morning and in the evening to accommodate parents' schedules. Childcare is provided.

a. LEA PIP - The 16-17 District Parent Task Force, composed of parents from all Title I schools, will meet mid-September to review the results of the 15-16 LEA PIP evaluation and surveys, and discuss the components of the new PIP. Their input will be used in the development of the plan. Each attending member will be given a worksheet to record their input. A draft copy will be emailed to the members of the District Parent Task Force for input in the event they are not able to attend the meeting. The worksheets and the emailed replies will serve as documentation of input.

b. LEA Plan - Sections of the LEA plan will be reviewed at each District Parent Task Force meeting and parents will be given the opportunity to provide their input. Email will be used to send drafts for approval.

c. PI Allocation - At the spring District Parent Task Force meeting, an explanation of the 1% set-aside will be given. Allocation options will be shared and the parents will be asked for their ideas. The parents will vote to determine the method to be used for allocating the funds.

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## 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 LEA provides a 5.75 hr parent liaison at each Title I school to coordinate, plan, and implement effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance.

The Title I Resource Teacher and the Title I Supervisor will conduct monthly technical assistance and support meetings for the school based Parent Liaisons and other personnel involved in the implementation of parent involvement. Requirements and the intent of the law will be discussed, as well as the sharing of best practices.

In the spring, the LEA will conduct a meeting with parents, parent liaisons, and administrators from each school to provide technical assistance in understanding the components and the intent of the law. The Title I Supervisor and the Title I Resource Teacher will review within two weeks of submission all school-level PIPs to ensure that they are in compliance with Section 1118[34 CFR 200.30(e)]. If areas are incomplete or out of compliance, the district staff will work with the school staff until compliance is met. The Title I Resource Teacher, administrative assistant, and clerk will collect documentation throughout the year to monitor implementation.

If parents request other reasonable support for parent involvement activities, the LEA will take a proactive role in providing that support.

## 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	VPK	Title I and VPK will work together to coordinate transition programs for students entering the regular public school program through Federal Program Coordination meetings. VPK families are invited to all school PI activities.
2	Title III	Title I, Part A funds provide refreshments for parent workshops offered to the parents of ELL students.
3	Title I, Part D	The Title I Supervisor collaborates with the transition specialist in the planning stages of the Title I, Part D application process and monitors implementation to ensure that all required parent involvement components are included.
4	Title I, Part A, C, and D; Title II, Title III, Title X; IDEA, and VPK	Supervisors, Directors, and Coordinators from these programs meet quarterly, or as needed, to discuss and coordinate services.

## 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:** The District Parent Task Force, comprised of two parent representatives from each of the Title I schools, will develop a survey to evaluate the content and effectiveness of the LEA and schools' PIPs. The survey will be completed by the District Parent Task Force members in the spring. Results will be compiled and shared at the District Parent Task Force meeting and will be used to revise the LEA PIP as needed.

## 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	Employ Parent Liaisons to build parent capacity at each Title I school	Eugenia Robinson, Supervisor of Title I	Increase student achievement in all subjects.	Aug. - June	18 of the 24 Title I schools will show an increase in the percentage of acceptable attendance by at least one percentage point.
2	Home and School Connection Newsletter	Eugenia Robinson, Supervisor	Increase student achievement in all subjects	Sept - June	Maintain monthly distribution Google Doc.

## 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	Importance of Parent Involvement, Home/School Ties, Cultural Sensitivity workshop for teachers	Vikki Hall, District Title I Resource Teacher	Increased student achievement in all subjects.	Oct - June	Passing scores upon completion.
2	Building Ties Between Home and School workshop for teachers	Vikki Hall, District Title I Resource Teacher	Increased student achievement in all subjects.	Oct - June	Passing scores upon completion.
3	Implementation/Coordination of PI Programs workshop for teachers	Vikki Hall, District Title I Resource Teacher	Increased student achievement in all subjects.	Oct - June	Passing scores upon completion.
4	Communicating and Working with Parents workshop for teachers	Vikki Hall, District Title I Resource Teacher	Increased student achievement in all subjects.	Oct - June	Passing scores upon completion.

## 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:** The LEA will explain in the annual Title I Newsletter, to all parents, the role of the District Parent Task Force and invite all parents to participate. In addition, school

administrators will provide the names and contact information for at least two parents to serve on the District Parent Task Force. Prior to each District Parent Task Force meeting, an invitation is sent asking parents to contact the office if they have a handicap that will require accommodations. The LEA will provide accommodations to ensure participation.

The Title I Resource Teacher works with the Parent Liaison at each school site to ensure that a notebook accessible to parents is updated and maintained in the school's front office and contains all of the requirements of Title I (i.e. Principal's Attestation, SIP, PIP, SPAR, Title I Newsletter, Right To Know Letter, etc). A Family Activities Notebook (FAN) will also be maintained and will contain handouts and newsletter related to parent involvement activities. All parents are informed about the notebooks in the Title I Newsletter, schools' newsletters, at the Title I annual meetings, and at SAC meetings throughout the year to ensure that parents of new students are included.

The Title I Newsletter is used to share goals, allocations, and district strategies from the current Title I, Part A application; review the previous year's outcomes; share information about the SPAR, Principals' Highly Qualified Attestation, School-wide Plans, LEAs PIP, and website resources for assessments and curriculum.

The LEA will utilize and train Parent Liaisons to use an on-line translation program to provide parent information, to the extent possible, in a language parents can understand. Parents from the District Parent Task Force will preview materials and give input on how to make it understandable and in a format parents can understand. The LEA provides schools with copies of the newsletter translated in Spanish. The parent liaisons translate the newsletters in other languages as needed for families at their schools.

## 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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Paying reasonable and necessary expenses associated with 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)];	Pay for gas, oil, repair parts, and tires as needed for a district provided van to transport parents to meetings and appointments when other means of transportation are not available. The van is only used for Title I parent involvement.	Eugenia Robinson	Increase student achievement in all subjects.	Aug - June
2	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and	The District Parent Task Force will meet quarterly, or as needed	Eugenia Robinson	Increase student achievement in all subjects.	Sept - June



## Upload Evidence of Input from Parents

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

Uploaded Document

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## 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	Employ Parent Liaisons to build parent capacity at each Title I school	1	24	Bay District is at the State's avg of proficient students.

### 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	Importance of Parent Involvement, Home/School Ties, Cultural Sensitivity workshops for teachers	1	274	The gap was closed and Bay's average % of proficient students is the same as the state's.
2	Building Ties Between Home and School workshop for teachers	1	274	The gap was closed and Bay's average % of proficient students is the same as the state's.
3	Implementation/Coordination of PI Programs workshop for teachers	1	274	The gap was closed and Bay's average % of proficient students is the same as the state's.
4	Communicating and Working with Parents workshop for teachers	1	274	The gap was closed and Bay's average % of proficient students is the same as the state's.
5	Framework for Understanding Poverty Workshop for Parent Liaisons	0	0	The gap was closed and Bay's average % of proficient students is the same as the state's.

### 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)]

count	Content and Type of Activity	Number of Participants	Schools Participating	Anticipated Impact on Student Achievement
1	Frog educational games	1	St. John	Increase student achievement in reading.
2	Take home summer backpacks	14	Holy Nativity, St. John, and Panama City Advance	Increase student achievement in reading and math.

3	SM8 Training for Parents	14	St. John and Panama City Advance	Increase student achievement in reading and math.
4	Orientation Meeting	2	Eagle Nest	Increase student achievement in reading.

## 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	Transportation	Title I funds are used to provide gas, tires, oil, and repairs for a district provided van to provide parents and students transportation to school meetings, events, and appointments.
2	Childcare	District employees provide childcare during parent meetings.
3	Limited English	All district provided parent communications are translated into Spanish and the parent liaisons are trained to use translation program to translate into additional languages as needed.

## 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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