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October 28, 2016

Dr. Bobbie Dawson
Washington County School District
652 3rd Street
Chipley, FL 32428

Dear Dr. Dawson:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Washington 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

WASHINGTON Title I, Part A Parental Involvement Plan

I, Herbert J. Taylor, 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.)

10/3/16

Date Signed

Marva Johnson, *Chair*
John R. Padget, *Vice Chair*
Members
Gary Chartrand
Rebecca Fishman Lipsey
Michael Olenick
Andy Tuck

2016-2017 LEA Parental Involvement Adoption Page

LEA or District Name: Washington County School District

This policy was adopted by the LEA on 10/10/2016 and will be in effect for the period of one year through 10/10/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 10/30/2016.

Robbie Dawson 10/3/2016
(Signature of Title I Authorized Representative) (Date)

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

WASHINGTON Title I, Part A Parental Involvement Plan

I, Herbert J. Taylor, 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

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of the Washington County School District and Parent Involvement Plan is to strengthen family involvement and family empowerment in the school by coordinating and integrating parental involvement strategies with local, state, and federal programs and community involvement activities.

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 LEA has in place the following procedures for involving parents in the LEA wide parent involvement policy/plan, school review and improvement and funds for parent involvement. The LEA will utilize the School Advisory Committees for the six cost centers(parent participation) and school employees to develop, implement, evaluate, and review the District Improvement Plan, District wide parent involvement policy/plan and Title I, Part A application. Members will be selected based on the criteria set by the state for advisory members. The majority of the members will not be employed by the LEA. The committee will be composed of principals, an appropriately balanced number of teachers (lowest percentage of the committee make-up), education support employees, students, parents, and other business and community citizens who are representative of the ethnic, racial and economic community served by the schools and District. The LEA will monitor SAC memberships to ensure that parents are involved in the process by the Director of Curriculum. Information will be discussed and gathered from all school level LEAs for developing the Parent involvement policy. Parents will be involved in participating at the LEA and school level in developing the plan. Parents will have the opportunity to provide input in person, surveys, and through attendance at Parent-Teacher, District Advisory Council meetings, and Title I meetings. Parents involvement will be documented through sign-in sheets and minutes of meetings. Decisions involving the use of the Title I funds reserved for parental involvement at the school level will be made during the development of the Parent Involvement Plan and the School Improvement Plan by the School Advisory Council (SAC) and at other parent meetings set by the school. Schools will receive training and information on ways to include parents in the school improvement process and inviting parents support to the school.

Parental input regarding plans will be documented through the annual Title I parent survey report in the spring and direct comments from parents regarding the effectiveness of the plan.

School and LEA teams will review the needs assessment surveys, parent surveys, student achievement information and demographics to provide information used in the development of the parent involvement plan.

Schools will provide training throughout the year to parents regarding their important role as their child's first and fore-most teacher, their partnership with the school, SAC membership and responsibilities, the development and review of the school plans and understanding the use of data in developing the plan.

The LEA set aside funds for parental involvement will be used to support parent involvement activities and to purchase a variety of resources, including materials in the area of promoting reading, mathematics, parent training, supplies and communication.

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: In an effort to build each school's capacity for parental involvement, the LEA will (at minimum) assist in providing opportunities for flexible meetings, dates and times of parent conferences, schedule an annual orientation session for parents to present the Parent Involvement Plan, opportunities for parents to participate in staff development/training, opportunities for parent visitation/volunteering, coordinating/collaborating parent involvement activities with other agencies, opportunity for parents, teachers, and students to participate in development of a compact and resources to promote on-going communication between home and school. The LEA will provide coordination, technical assistance and support necessary to all Title I schools through the LEA Title I Director, by having pre-meeting with all school-based Title I coordinators, interval meetings through the school year, available assistance via phone, email and face-to-face to provide the necessary planning and implementation of parental involvement activities. The LEA Title I Director will work with all Title I Coordinators at the Title I schools. A pre-meeting will convene at the beginning of the school year for planning and preparations. The Title I Coordinators will convene with their school Advisory Committee for planning and implementation of parental involvement activities. All plans and activities will be approved by the LEA Title I Director. The LEA Title I Coordinator will monitor all school implementation of their parent involvement program. All Title I School-level parent involvement plans will be reviewed by the LEA Title I Coordinator by October of the current school year.

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	Pre-Kindergarten Early Intervention, Pre-Kindergarten Handicapped, Head Start	Coordination of services with head Start and the School Board is currently in place under an agreement. Head Start children participate in preschool screenings and diagnostic services for the children are made through the School Board and referrals. Person responsible-Director of Student Services.
2	Title I	The services are an integral part of each school's instructional program. LEP (Limited English Proficient), Migrant, disabled or homeless students have equal access to services and are served consistent with their needs. Person responsible-Director of Federal Programs, Title III Coordinator, Director of Curriculum.
3	After-School Program	Parents are given the opportunity to participate in after-school programs based on the criteria set by FDOE for participation. Person responsible-Director of Federal Programs.
4	Engaging Parents	The LEA will provide parent access to on-line information for parents. Person responsible-Director of Federal Programs, School Level Title I Coordinators.
5	ESOL	Documents will be translated into the parent languages identified within the LEA. Person responsible-Director of Federal Programs.

6	Homeless and Unaccompanied Youth	The LEA Director of Federal Programs will work with the school level staff and community to assist homeless and unaccompanied youth within the LEA.
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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 parent involvement plan will be assessed throughout the year with involvement of parents at least twice. By April, 2017, the parental involvement policy/plan will be evaluated for revisions and new strategies for the upcoming school year. Measures will include an annual evaluation to be completed at the last School Advisory meeting of the Title I schools. The annual evaluation will evaluate, revise and provide implementation ideas for building parent-community participation in the parental involvement policy/plan. Other information will be gathered through school Climate surveys and Parent Interest Surveys. The effectiveness of the parent activities and the actual plans will be completed during the evaluation.

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)].

☒ Not Applicable

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	Value of having Parent Involvement in your schools	Title I School Coordinators	Improvement in soliciting parents for assistance	May, 2017	Sign in sheets, follow-up, handouts, agenda, presentation materials
2	How to Communicate and Work with parents	Title I School Coordinators	Better communication with parents	May, 2017	Sign in sheets, follow-up, handouts, agenda, presentation materials
3	Parent Involvement Program Implementation & Coordination	Title I School Coordinators	Parent input into implementing and	May, 2017	Sign in sheets, follow-up,

			coordinating the parent involvement program		handouts, agenda, presentation materials
4	Florida Standards/Assessments/Parental Involvement requirements/Monitor student progress	Title I School Coordinators, Principals, Guidance	Improvement in student achievement	Ongoing	Sign in sheets, follow-up, handouts, agenda, presentation materials
5	Building Ties & Cultural Sensitivity	Title I School Coordinators, Principals, Guidance	Improving a parent partnership	Ongoing	Sign in sheets, follow-up, handouts, agenda, presentation materials
6	Academic pamphlets, reading, workbooks and family involvement newsletters.	Title I School Coordinators	Resources for parents to help their children at home.	Ongoing	Parent surveys

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 take the following actions to ensure that Title I information related to the schools, meetings, and other activities, is sent to the parents in an understandable and uniform format, including alternative formats upon requests, and to the extent practicable, in a language the parents can understand. All printed materials are presented in English and Spanish for the LEA. The LEA will accommodate parents with disabilities with access to parental activities and/or services through the ESE Director and school principals. Information will be sent home via backpacks, use of School Messenger phone system and mail. In consideration of fluctuating student populations, the LEA and individual schools will post parental activities on the LEA and school web sites. Individual schools will provide information of parental activities in their school newsletters to parents. The LEA will request all materials sent to parents be sent to the district contact person for monitoring of parent information in a language in which parents can understand. A parent resource guide is also provided for easy access to school and community resources.

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

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Link

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	All activities was conducted at the school level	10	512	Improvement in soliciting parents for assistance

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	Value of having Parent Involvement in your schools	6	150	Improvement in soliciting parents for assistance
2	How to Communicate and Work with parents	6	150	Better communication with parents
3	Parent Involvement Program Implementation & Coordination	6	150	Parent input into implementing and coordinating the parent involvement program
4	Academic Standards/Assessments/Parental Involvement requirements/Monitor student progress	18	150	Improvement in student achievement
5	Building Ties & Cultural Sensitivity	6	150	Improving a parent partnership
6	Academic pamphlets, reading, workbooks and family involvement newsletters.	6	150	Resources for parents to help their children at home.

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	Parents working a distance from their child's school.	Finding ways to have communication with parents, i.e. new portal for parent usage.
2	The value and importance of education that parents portray to their students, which creates drop-out issues for the LEA.	Schools will develop and implement ways to educate parents of the importance of providing a quality education for their children.
3	Time for staff development in improving parent involvement.	Plan with Title I coordinators for implementing parent involvement staff development.

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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