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FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Pam Stewart
Commissioner of Education

October 28, 2016

Ms. Carol Clyatt
Bradford County School District
501 W. Washington Street
Starke, FL 32091

Dear Ms. Clyatt:

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

A handwritten signature in cursive script that reads "Sonya G. Morris".

Sonya G. Morris

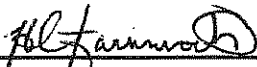
SGM/tog

BRADFORD Title I, Part A Parental Involvement Plan

I, Chad Farnsworth, 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



8-30-2016

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 Bradford County School Board strives to provide an environment that encourages and promotes parent/family involvement. Bradford County believes that parents are essential to improving academic achievement and promoting success in their students. This policy seeks to strengthen the partnership among parents/guardians, staff, schools, the community, the superintendent, and the LEA by providing for parents' involvement in decision making as members of school-based planning teams, local

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2016-2017 LEA Parental Involvement Adoption Page

Bradford School District: Bradford

This policy was adopted by the LEA on 09/12/2016 and will be in effect for the period of one year through 09/12/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 10/15/2016.

Carol C. [Signature] 9/10/16
(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.

BRADFORD Title I, Part A Parental Involvement Plan

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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)

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involvement in decision making as members of school-based planning teams, local parent groups, and LEA-wide committees.

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 Parent Involvement Plan supports the needs that are identified at each school. The School Advisory Council at each Title I school helps to create and approve the District Parent Involvement Policy through the suggestions that are provided by the School Advisory Councils. The School Advisory Council at each school evaluates the prior year PIP and provides input into the development, implementation and evaluation of the Parent Involvement Plan. At this time data from parent and teacher survey is also reviewed. If barriers are identified, then they are included. The district takes this information and makes the revisions and updates. Once the necessary changes are made to the plan; it is printed in a language parents can understand (English and Spanish upon request); and it is sent to the schools for distribution.

Funds reserved for parent involvement support an informational flyer, "Parents Make a Difference", that is sent home quarterly. Funds are also utilized for materials and supplies to support any district parent involvement activities. An example would be pencils and pamphlets to hand out at the back to school fair.

The Office of Accountability & Special Programs provides district wide training and school based training on the School Improvement Plan. The initial training in late spring is an overview of the School Improvement Plan (SIP) template and the process for developing the plan. School based trainings in the fall are provided to help facilitate the process for building a strong SAC committee and an understanding of the roles and responsibilities of SAC; Conducting a meeting, monitoring SIP goals, aligning money expenditures with SIP goals.

Parents are invited and encouraged to become active members of the SAC

and provide input in the development of all plans related to school improvement. Parent, staff, and student surveys will be distributed and the results analyzed to evaluate the school needs. School level data from progress monitoring will be shared with SAC after each progress monitoring assessment.

During the development of the SIP, SAC and the Title I advisory council will make decisions regarding the use of the one percent of Title I funds reserved for parental involvement. Parents are key members on the committee. Of this one percent, not less than 95% will be allocated to schools. Parents will participate in the development of the school Title I budget. The LEA will monitor SAC and Title I Advisory Council membership to ensure that parents are involved in the process.

Documentation for involvement of the above processes will be through meeting agendas,

minutes, and sign in sheets.

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 the fall, the LEA will provide technical support and assistance to Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The LEA will utilize the online system to review the school level PIPs. Feedback will be provided to schools through the system.

Through district curriculum meetings, the Director of Accountability & Special Programs, provides technical assistance to principals of all Title I schools in the areas of reviewing and applying data to the development and implementation of required plans. These meetings occur monthly during the year to review and evaluate the data and current status of each Title I school. The LEA will be available to attend SAC meetings and Title I Advisory Council meetings to provide school level personnel and parents' additional information and support.

The LEA reviews each school-level PIP in the fall of each year to ensure compliance. The LEA will monitor the implementation through the school calendar and meeting sign-in rosters that will be kept in the school file. Monitoring will also occur through the parent involvement activity forms located at www.mybradford.us and parent surveys. Outcomes will be measured by each school's school improvement team and reviewed by the District Title I Director.

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	Each SIP includes transition programs for students entering the regular public school program. Activities may include: VPK teachers and K teachers meeting to discuss students' needs, parent meetings to discuss transition
2	Title III	The ESOL coordinator helps to support parents of other languages and their students in communicating with the school.
3	Title X	Bradford County has a Homeless Liaison who works with parents to provide assistance in meeting students' needs and making them aware of the opportunities to be involved in their student's education.

4	IDEA	Title I supplemental services will be discussed with parents during the development of an IEP. Title I supports IDEA in the Pre-K enrollment fair and transition fairs.
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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 Title I Director will gather and disseminate data related to the implementation of parent programs at the LEA and school levels. This will include parent/teacher survey information. This information will be shared with school and district administrators. This will help to identify areas of concern and barriers to participation.

In April/May of each year, each SAC will meet for an end of year review. This will include a review of the plan, parent involvement data, and academic data. The purpose will be for input into the development, implementation and evaluation of the existing PIP. Any issues will be resolved for the purpose of improving the program. Revisions will be made to the 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	Progress Monitoring Data / Progress Monitoring Data Conferences	Principal & Curriculum Resource Teacher	Teachers will conduct individual conferences to discuss each child's progress monitoring, expectations, and goals for the school year	September/October	Parent and Teacher Parent Involvement Survey
2	Parent Information on Helping Students-dissemination of monthly "Parents Make the Difference"	Director of Acct. & Special Programs	Parents will be provided with information and tips for helping students at home. The calendar provides an activity for improving achievement for each day of the week	Monthly - September through May	Parent Involvement Survey
3	Back to School Fair	Superintendent	Provides students with materials and parents with access to FOCUS. Increase	August	Increased parent access to FOCUS

			parent and student participation.		
4	Parent Professional Development on State Standards and Student Data	Director of Acct. & Special Programs & Principals	Achievement increases because parents are able to support at home.	October - March	Increases parents understanding of grade level standards and improves their ability to help students at home.

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	Guidelines and Implementation of the School's Parental Involvement Policy	Carol Clyatt - Acct. & Special Programs Director	Improve understanding of the parental involvement policy	October	Parent Involvement Policy meets criteria
2	Understanding the role of SAC	Carol Clyatt	Improve understanding of the relationship between the school and SAC	September - November	Improved SAC participation
3	Communicating Student Progress	Carol Clyatt	Improved communication and reaching out to parents	October - November	Survey Data

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 ensure meaningful participation in providing access to the PIP.

Parents with disabilities will be provided the opportunity to request auxiliary aids and services of their choice. The PIP will be also be printed in English and Spanish upon request and provided to all parents at the beginning of the school year. In addition, hard copies will be available at each Title I school and in the District Office for new students. The PIP will also be posted on the LEA's website (www.bradfordschools.org).

Written communication will be provided for parents in English and Spanish. The ESOL parent liaison will be available upon request at parent meetings to provide translation services to ensure that parents are able to fully participate. The LEA will ensure that the ESOL liaison is available to provide translation at each Title I school. If other languages are needed, schools will send the materials to the Title I office and to the extent practicable the Title I office will contract with companies for translations. The English

Language Survey results will be used to determine the number and specific needs for translations into a language other than English. LEA and school personnel will check with the ESOL liaison to determine any changes in the student populations.

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	Progress Monitoring Data / Progress Monitoring Data Conferences	3	800	Teachers will conduct individual conferences to discuss each child's progress monitoring, expectations, and goals for the school year
2	Parent Information on Helping Students- dissemination of quarterly "Parents Make the Difference"	10	1525	Parents will be provided with information and tips for helping students at home. The calendar provides an activity for improving achievement for each day of the week.

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	Implementation of the School's Parental Involvement Policy	1	5	Improve understanding of the parental involvement policy
2	Building Capacity Activities	1	9	Targeted activities for parents will improve parents' ability to support students

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	Progress Reports each 9 weeks	52	3	Parents are informed of their student's progress. Improvement in progress is the result.
2	Parent Surveys	20	3	Parent feedback for improving the program. Increases achievement because the program is targeted on needs.
3	Meet the Teacher night	10	3	Achievement increases because parents are supportive of the T-I program.
4	"Parents Make the Difference" Distributed Quarterly	52	3	Achievement increases because parents receive tips on working with their students.
5	Summer Activities	45	3	Achievement increases because parents have materials to work with students

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	Work Schedule (66%)	Step 1: Survey parents to determine best times. 2. Schedule meetings based on the times (with multiple opportunities). 3. Advertise meetings/workshops in school memos, website, and note home. 4. Require schools to provide alternate times for informational/capacity building activities.
2	Child care (10%)	Step 1: Set up a schedule to provide childcare. 2. Advertise childcare on school memos, website, and note home.

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
1	Building Capacity of Parents	Inviting community resources/services to meetings to make parents aware and help them connect with the appropriate service.
2	Increasing Parent Participation	Readers under the stars night to emphasize the importance of reading.