



**PUTNAM COUNTY CHARTER SCHOOL SYSTEM  
TITLE I PARENTAL INVOLVEMENT PLAN/POLICY  
2016-2017  
Revised 5/31/16**

In support of strengthening student academic achievement, the Putnam County Charter School System receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy that contains information required by Section 1118(a)(2) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the LEA's expectation for parental involvement and describes how the LEA will implement a number of specific parental involvement activities, and it is incorporated into the LEA's plan submitted to the Georgia Department of Education.

**The Putnam County Charter School System agrees to implement the following requirements as outlined by Section 1118:**

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with Section 1118, the school district 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 include as a component a school-parent compact consistent with Section 1118(d) of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements to the extent practicable, the school district 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 including alternative formats upon request and, to the extent practicable, in a language parents understand.
- 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 school district will submit any parent comments with the plan when the school district submits the plan to the state Department of Education.

- The school district will be governed by the following definition of parental involvement and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child’s learning
- (B) Parents are encouraged to be actively involved in their child’s education at school
- (C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1118 of the ESEA

**DESCRIPTION OF HOW THE DISTRICT WILL IMPLEMENT REQUIRED  
LEA PARENTAL INVOLVEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

The Putnam County Charter School System will take the following actions to involve parents in the joint development of its LEA parental involvement plan under Section 1112 and the process of school review and improvement under Section 1116 of the ESEA:

District and school parent involvement plans, Title I Schoolwide plans, and the Comprehensive LEA Improvement Plan (CLIP) will be reviewed and revised annually with parents. Schools will hold stakeholder meetings each spring to solicit feedback and suggestions for revising these documents. These meetings may be held before or after SGA meetings, parent workshops, or other school events. These documents are also located on each school’s website. Parents who cannot attend the spring revision meetings may solicit feedback and suggestions for revising these documents to the school via email, letter, phone call or in person.

**TECHNICAL ASSISTANCE**

The Putnam County Charter School System will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

The Title I Director will hold regular meetings with Principals and school-level Parent Coordinators to provide support and technical assistance to schools in planning and implementing effective parental involvement practices inclusive of school parental involvement plans, school-parent compacts, and all Title I parental involvement requirements.

**ANNUAL EVALUATION**

The Putnam County Charter School System will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have

limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

The annual evaluation will occur in the spring of each school year. The annual evaluation will be in the form of an online survey. Parents will be notified of the survey through the school and district websites, flyers, call outs, text messages, and/or email. Parents who do not have access to technology may request a paper copy of the survey or may access a computer at a school to complete the survey. The Title I Director, Principals, and school-level Parent Coordinators are responsible for conducting the annual evaluation. District and school results will be sent to the schools by the Title I Director when the evaluation closes. Results of the evaluation will be utilized to plan activities and design strategies for more effective parental involvement for the following school year.

### **RESERVATION OF FUNDS**

The Putnam County Charter School System will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.

Schools will conduct meetings or send home letters to parents in the fall of each school year, to inform parents how the school spent last year's parental involvement funds, and solicit feedback and suggestions for spending the current year's parental involvement funds.

### **COORDINATION OF SERVICES**

The Putnam County Charter School System will coordinate and integrate parental involvement strategies under other programs: Early Intervention Program (EIP), Lottery PreK Program, Head Start, Homeless, Migrant Education, and Special Education, that encourage and support parents in more fully participating in the education of their children by:

The district will coordinate and integrate parental involvement programs with other programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on parent engagement activities. The district will also coordinate with these programs to ensure that parents are informed about available resources and activities.

### **BUILDING CAPACITY OF PARENTS**

The Putnam County School System will, with the assistance of its Title I schools, build parents' capacity for strong parental involvement by providing materials and training on such topics as literacy training and using technology to help parents work with their children to improve their children's academic achievement. Assistance will also be provided to parents in understanding the following topics:

- The State's academic content standards
- The State's student academic achievement standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators

Through:

1. Take-home packets
2. Assignment calendars
3. Parent flyers
4. Incentive reading programs
5. District, school, and teacher websites
6. Parent-Teacher Conferences
7. Parent Workshops
8. Parent Resource Centers
9. Open House
10. Student report card
11. Progress/Deficiency reports
12. Conferences
13. Positive postcards, notes, or phone calls
14. TYLER Parent Portal

### **BUILDING CAPACITY OF SCHOOL STAFF**

The Putnam County Charter School System will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals, and other staff on how to reach out to, communicate, and work with parents as equal partners, in the value and utility of contributions of parents, and how to implement and coordinate parent programs and build ties between parents and schools by:

- Workshops
- Conferences
- Trainings
- Webinars
- Online Resources

The district and schools will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.

- Provide translators at meeting and events, upon request
- Translate documents, upon request

The district and schools will provide other reasonable support for parental involvement activities, as parents may request.

### **ADOPTION**

This LEA parental involvement policy has been developed jointly and agreed on with parents of children participating in Title I, Part A programs, as evidenced by meeting advertisements, agendas, sign-in sheets, minutes, and surveys from spring Title I revision meetings.

This policy was adopted by the Putnam County Charter School System on May 31, 2016 and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before October 1, 2016.