

## Putnam EDGE High School Title I, Part A Parental and Family Engagement Plan

I, Keith Smith, 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 school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

---

Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

#### Response:

Our Putnam EDGE students will...

Explore the unfamiliar through critical thinking  
Develop individual accountability  
Grow together utilizing cooperative learning  
Engage with community partners

---

## Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

### Response:

Our first Title 1 meeting, held in August, informed parents students and community members about Title 1 and the funding involved and that our school was a school in need of improvement. Parents learned our goal to improve Math and Reading scores and the impact of parent involvement to achieve that goal. Parents were explained their rights and invited to attend and participate with the School Advisory Committee. Parents were given keys to your students success checklist and the SPAR report information. The meeting was advertised including on social media and preceded by our open house to boost parent participation. There will be additional meeting held including a Title 1/ Parent Involvement Meeting that includes a Thanksgiving Feast.

Parents have been and will continue to be invited to attend School Advisory Committee meetings. We communicate regularly through Text Blast, Voicemail, Phone List, Public Postings, Website/ Social Media Postings, Volunteers in the Classroom, Reviewing Report Cards, Data Chats, Monday Midterm meetings (for report on grades),

## Coordination and Integration with Other Federal Programs

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
	Report Card Review with Director and Parents	Keith Smith
	Data Chats Between Parents and Teachers in regards to student achievement.	Teachers
	Canvas/ Skyward Training for Parents to help assist with student success.	Keith Smith/ Melvin Poole/ Klarissa Fleming
	Career Day for parents and community members to interact with students and help set goals and drive interests.	Robin Fleming

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
-------	----------------	--------------------	----------	---------------------------

	Title 1 Parent Meeting advertised on website, social media, text blast and by flyers.	P Crawford	August 1- 14	Website, Facebook and Text Blast
	Meeting was held directly after Open House to boost Parent engagement.	K. Smith	Aug 14, 2017	Parent Sign in Sheet/ Agenda
	About Title 1, Parents Rights and Title 1 Funding	K. Smith	Aug 14, 2017	<a href="#">Agenda</a>
	What Every Parent Should Know	Pcrawford	Aug 14, 2017	<a href="#">Title 1 Brochure</a>
	Additional meeting to be held throughout the year; Parent/ Thanksgiving Meeting, Parent/ Christmas Meeting, Open House/ Recruitment Meeting	K. Smith	Nov 2017, Dec 2017, March 2018	Parent Sign in Sheet/ Agenda

---

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:**

Monday parent meetings with all teachers, web based conference for parent availability, before school meetings

---

## Building Capacity

Describe how the school will implement activities that will build the 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 [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
	Report Card Review	Teachers	Parent support		Assessments
	Canvas/ Skyward Training	Keith Smith/ Melvin Poole/ Klarissa Fleming	Parent support		Assessments
	Website Postings, Facebook Communications, Text Blasts, Emails and Phone Calls from Teachers	All Staff	Parent support		Assessments

---

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
	Teacher Evaluations including Observations and feedback on student and parent engagement	Dr. Ohlson	Student state testing performance will increase.	Monthly and Semi-Annual	Essential 3 / Observations
	NEFEC Professional Development including NGCAR-PD/ Reading to help teachers recognize deficiencies and communicate with parents.	Teachers	Content area and ESE proficiency	Independent	Post Points through PCSD
	Teachers Mentor Teachers includes sharing of methods to communicate with parents and team building sessions to brainstorm new ideas for parent engagement	Teachers	Parent engagement- Teachers will meet as a team with student and parents for a better understanding of the scope of the day.	Monthly	Student Performance

## Other Activities

### Rounds - Teachers relieved to observe other teachers teaching.

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:**

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:**

Timely information about the Title I programs [Section 1118(c)(4)(A)]

We will provide timely information about the Title 1 program through Website Postings, Facebook Communications, Text Blasts, Emails and Phone Calls from Teachers. A brochure has been created and is available upon request. We have meetings planned throughout the year to keep parents informed.

Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];

Our website provides information on our methodology of delivering the standards. There is regular communication with parents through emails, staff and parent phone conferences as well as face to face communication in regards to the importance of end of course exams, graduation requirements and statewide testing.

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)];

All parents are invited through flyers and email and encouraged to participate and or attend School Advisory Committee Meetings. Staff members make contact with parents on an ongoing basis to ensure student success. Staff is available before and after school and all day on Mondays to meet with parents upon their request. The Director and academic advisor have open door policies to meet with parents at any time the parent is available.

If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

This plan will be uploaded to our website and we will invite public comment.

---

## **Accessibility**

Describe how the school 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 school 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:**

EDGE staff is committed to meeting the needs of our students. EDGE has a bilingual member of the staff who is available on request and can respond to any written correspondence. Any written communication can be translated upon request. We are ADA compliant.

---

## **Discretionary Activities (Optional)**

---

### **Barriers**

1. Working parents- EDGE will provide multiple opportunities for parents to engage in meetings and student success, including before/after school and Monday availability.
2. Transportation- EDGE has contracted with PCSD to provide transportation for students within a reasonable surrounding area.
3. Childcare- EDGE's SAC has suggested that EDGE work with Key Club, Student Government and NHS to provide children's activities during meeting time. We have made arrangements to implement this program.
4. Finances- EDGE will continue to seek grants to help student success.