



State Board of Education

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Commissioner of Education

December 15, 2015

Carmen Bush  
Holmes County School District  
701 E. Pennsylvania Avenue  
Bonifay, FL 32425

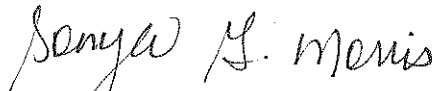
Dear Ms. Bush:

We are pleased to inform you that the Holmes County 2015-16 LEA Parental Involvement Policy/Plan meets all of the requirements outlined in Section 1118 of the Elementary and Secondary Education Act.

Please be reminded that the LEA is 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

SONYA G. MORRIS, CHIEF  
BUREAU OF FEDERAL EDUCATIONAL PROGRAMS

## HOLMES Title I, Part A Parental Involvement Plan

I, Eddie Dixon, 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



11-16-15

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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



State Board of Education

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2015-2016 LEA Parental Involvement Adoption Page

**LEA or District Name:** HOLMES

This policy was adopted by the LEA on \_ and will be in effect for the period of one year through 09/30/2015. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 11/01/2015.

*C. Padgett*

*9-30-15*

\_\_\_\_\_  
(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.

## HOLMES Title I, Part A Parental Involvement Plan

I, Eddie Dixon, 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: NA

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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:** Parent input is gathered in many ways in the district. All district schools have a School Advisory Council (SAC) made up of volunteers, solicited by yearly letters from principals, who have opportunities to give input into the development of school plans such as School Improvement Plan, School Parent Involvement Plan, Local Education Agency Plan. Parents are given climate surveys at the end of the school year in an attempt to gather input concerning school policies, procedures, plans, etc. Parents are asked at parent conferences for additional input that would assist schools in better serving parents and their needs.

Holmes District School Board has also created a District Parent Advisory Council (D-PAC) composed of parents from all Title I schools, community members and district personnel. Committee members are volunteers and/or are chosen by the school advisory councils. The committee provides input into the development, implementation and evaluation of all school related plans, including but not limited to: School Improvement Plans, School Parent Involvement Plans, District Parent Involvement Policy, LEA Plan, Title I, Part A application as well as Title II, VI and X. In the Spring during SAC and DAC meetings, parents are given opportunities to review the school and district Parent Involvement Policy/Plan and make recommendations and changes for the next year. All of this data, along with parent climate surveys are compiled by Evaluation Analysis & Research Solution, and reviewed by the Title I office. School data is presented to the SAC for final development of the school plan. The compilation of data for the district policy is presented to the DAC for the development of the Parent Involvement Policy.

At the LEA level, there is parent representation on the committee that oversees the school improvement guidelines and process in all schools;

All schools receive training and information on ways to include parents in the school improvement process through the school improvement office and Title I office.

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 school needs. Data collected throughout the year will be shared with each SAC and all input from parents is documented through SAC and DAC agendas, minutes and sign-in sheets, parent questionnaires and climate surveys maintained by the Title I office.

Decisions involving the use of the one percent of Title I funds reserved for parental involvement will be made during the development of SIP by the SAC. Title I parents are involved in this 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 through participation in the D-PAC including the allocation of the 1% of Parent Involvement funds. The budget will be developed with the involvement of the parents, and the LEA will monitor SAC memberships to ensure that parents are involved in the process.

## 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:** Holmes District School Board 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:

District technical assistance will be provided on-site for each Title I school, beginning in August by the LEA's Title I director, she provides assistance to all school leadership teams in reviewing student achievement data and best practices in involving parents in improving student academic achievement

The district will monitor the completion of school level plans through the updated system on the FDOE online parent involvement plan site. The district will use the review components of the system to provide feedback to schools regarding their plans.

## 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 (HIPPPY), 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/Headstart	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: 1)actively collaborating with Early Learning Coalition of Northwest Florida for best practices; 2) identifying students who have participated in school readiness programs as eligible for Title I services when they meet the selection criteria; 3) offering students entering Kindergarten and their parents opportunities to attend.
2	IDEA	Title I will coordinate with IDEA in discussing supplemental instructional support with parents during the development of the student's IEP.
3	Title II	Title I will coordinate with Title II in providing professional development training to schools to support the professional development needs of the staff related to parental involvement. The Title I Director will provide support and monitor the implementation to ensure that training is provided as required.

## 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 Advisory Council (D-PAC) will meet at least three times during the school year and as issues arise, the D-PAC will work with the Title I Director to resolve issues and improve the program. The Title I Director will gather and disseminate data related to the implementation of parent programs at both the LEA and school levels. Parent climate surveys are distributed in March/April. In May or early June, the D-PAC will begin the review of the existing PIP, analyze participation data and parent survey results (including barriers for greater participation), and revise the PIP as needed for the following school year.

## 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	Building ties between home and school; Stressing value of parental involvement	Principal or designee	Improve the ability of staff to work effectively with parents	April-June 2016	Results of end of the year survey increase of Parent involvement at each school.
2	Implementation and coordination of parental involvement program	Principal or designee	Improve the ability of staff to work effectively with parents	January-March 2016	Results of end of the year survey increase of Parent involvement at each school.
3	Communicating and working with parents; Stressing value of parental involvement;	Principal or designee	Improve the ability of staff to work effectively with parents,	September-November 2015	Results of end of the year survey increase of Parent involvement at each school.

## 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:** Written communication will be provided for parents in English and Spanish as needed, with PAEC providing translating services. The LEA has a small number of Spanish speaking students. PAEC translators will be available when needed at parent meetings to provide translation services to ensure that parents are able to fully participate in parent meetings. Counselors will alert the Title I Director if there are additional language requests. The Title I office will keep on file copies of information sent by schools to parents in additional languages to ensure that this requirement is met. This information is maintained at the school site.

The Title I director will contact each school's guidance counselor at the beginning of the year to determine if there are parents with special needs (wheel chair, deaf, blind etc.) and if so what accommodations are needed so they can freely participate in parent involvement activities at their child's school.

Since all of the schools in the district are Title I schools, they all receive the same information and our student population is very stable.

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### **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

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### **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	Each school conducted an Annual parent meeting.	7	600	Increase student achievement.

### 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	Schools provided professional development activities to staff.	5	200	Increase student achievement.

### 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	Other activities scheduled for the same times.	Schedule around ballgames, and community events.

### 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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