



State Board of Education

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Commissioner of Education

October 28, 2016

Ms. Carol Ann Forehand  
Dixie County School District  
372 West Duval Street  
Lake City, FL 32055

Dear Mr. Adkins:

We are pleased to inform you that the Bureau of Federal Educational Programs has received Dixie 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](mailto:Tony.Graham@fldoe.org), or by telephone at 850-245-9893.

Sincerely,

Sonya G. Morris

SGM/tog

**DIXIE Title I, Part A Parental Involvement Plan**

I, Mark A. Rains, 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

*Mark A. Rains*

*10/18/16*

**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



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**2015-2016 LEA Parental Involvement Adoption Page**

LEA or District Name: Dixie

This policy was adopted by the LEA on 10/11/2016 and will be in effect for the period of one year through 09/30/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 10/30/2016.

(Signature of Title I Authorized Representative)

October 4, 2016

(Date)

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

The Dixie County Parent Involvement Committee met on Tuesday, September 27, 2016 at 10:00am with the following members present:

Judith Whittington, Candie Snedeker, Susan-Crise, Karen Tillis, Diane Lord, Lynn Cannon, Bobbie Lamar, and Carol Anne Forehand

## DIXIE Title I, Part A Parental Involvement Plan

I, Mark A. Rains, 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:** The mission of the Dixie County Parent Involvement Program is to create partnerships amongst the schools, families, and the community to help all students reach high levels of academic and social achievement.

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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:** The Dixie County School District will take the following actions to involve parents in the development of the LEA-wide parental involvement policy and the LEA plan:

- (1) Actively recruit parents, representative of the diversity of the population of each school, from each Title I school to become members of the District Parent Advisory Council;
- (2) Meet with the District Parent Advisory Council (PAC) to review and revise the Parent Involvement Policy (PIP) and the LEA plan, and document discussion of the PIP through minutes of the meeting;
- (3) Distribute copies of the revised Parent Involvement Policy and the LEA Plan to parents at each Title I school and the community, making them available at each school, at Title I meetings, and on the district's web site;
- (4) Solicit comments about the PIP and the LEA Plan from parents through surveys and meetings, documenting discussion through survey results and meeting minutes;
- (5) Provide other opportunities for parents to communicate ideas about the PIP and LEA Plan, through meetings, emails, and survey forms.

The Dixie County School District will take the following actions to involve parents in the process of school review and improvement and determination of how funds reserved for parent involvement are spent:

- (1) Meet with the District Parent Advisory Council (PAC) to review and plan for Title I programs and activities, including making decisions on how Title I funds will be spent, documenting discussion through minutes of the meetings;
- (2) Communicate recommendations of Parent Advisory Council to principals and SACs of Title I schools;
- (3) Review schools' PIPs to ensure that parents are consulted in the planning and review of Title I programs and activities and in making decisions about how funds will be spent;
- (4) Review School Improvement Plans (SIPs) of each Title I school to ensure representation by Title I parents in planning programs and determining how funds will be spent, using the alignment form;
- (5) Require that Title I schools submit meeting agendas and/or minutes to document parent participation; and,
- (6) Implement a yearly parent survey at each Title I school to allow parents to provide input into Title I programs and activities and how the funds reserved for parental involvement will be spent; analyze survey results and document.

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:** The Dixie County School District will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance:

- (1) Set aside at least 1% of the Title I allocation for parent involvement and distribute at least 95% to Title I schools, at the beginning of the 2016-17 school year;
- (2) Monitor school expenditures for parent involvement activities, monthly throughout the 2016-17 school year;
- (3) Use Title I funds to provide part-time parent liaisons to coordinate the Title I parent involvement program at each Title I school, throughout the 2016-17 school year;
- (4) Provide in-service to educate parent liaisons and other school staff, as needed, about Title I requirements, including at the beginning of the 2016-17 school year;
- (5) Assist Title I schools to development Parental Involvement Plans, meeting with school staff as necessary;
- (6) Review schools' Parental Involvement Plans for compliance, using an alignment form, and provide feedback to school staff on any necessary revisions and/or additions to the plans, at the beginning of the 2016-17 school year;
- (7) Include review of schools' PIPs by the District Parent Advisory Council;
- (8) Monitor and facilitate implementation of the schools' Parent Involvement Plans, including attending parent involvement activities at schools, when possible, throughout the 2016-17 school year.
- (9) Analyze data from the parent surveys and input from parent meetings to identify parental involvement activities requested by parents and provide support for these activities, when reasonable.

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## **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	Adult Education	Provide information to schools about Adult Education and Family Literacy to facilitate contact with these programs by parents at Title I schools.
2	Programs for Pre-K Students	Contact programs for Pre-K students, including Voluntary Pre-Kindergarten to get updated information on the program; Distribute information to Title I schools and provide information in newsletters to parents.
3	Part C of Title I	Coordinate with provider of services to migrant students to ensure that students are identified and provided extra assistance, as needed, including tutoring.
4	Part D of Title I	Coordinate with drop-out prevention to make available services provided with Title I set-aside for neglected and/or delinquent students.
5	Title III	Provide information on services available to ESL students and parents through Title I newsletters and meetings.

## 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 Dixie County School District 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 schools:

- (1) Implement a yearly parent survey, prepared with the assistance of the District PAC, to allow parents to provide input into Title I programs and activities - Spring, 2016;
- (2) Ensure that the survey includes questions about the barriers to participation by parents;
- (3) Ensure that the survey is accessible by all parents, by translating the survey when needed, particularly into Spanish;
- (4) Solicit parent comments about the parent involvement activities at each Title I parent activity, through completion of evaluation forms and documentation of verbal comments;
- (5) Review responses from the parent survey and evaluations at meetings with staff at each Title I school at the end of the 2015-16 school year and the District PAC and incorporate responses into the planning of parental involvement activities.

## 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	Provide a part-time parent liaison for each Title I school.	Title I Coordinator with school principals.	When programs and initiatives focus on building respectful and trusting relationships among school staff, families, and community members, they	August, 2016 - June, 2017	Documentation of parent liaisons' activities (calendar, etc.); Meeting notices, agendas,

			are more effective in creating and sustaining connections that support student achievement.		and sign-in sheets; Parent Surveys.
2	Provide a Parent Resource Center at each Title I school with books, tape recorders and books-on-tapes for parents of students at the Title I schools to use with their children to improve their academic achievement.	Title I Coordinator	Programs and interventions that engage families in supporting their children's learning at home are linked to improved student achievement.	July, 2016 - June, 2017	Sign-in sheets for parent resource center; Parent Surveys
3	Produce and distribute a Title I newsletter, which will increase parents' knowledge of the curriculum, instruction, and Florida Standards Assessment and alternative assessment used at the Title I schools to improve academic achievement.	Title I Coordinator	Effective strategies include communicating with families about school programs and student progress through effective school-to-home and home-to-school communications.	August, 2016 - June, 2017	Copies of newsletters; Parent Surveys
4	Organize and implement a District Parent Advisory Council with diverse representation of parents from Title I schools.	Title I Coordinator	Effective connections embrace a philosophy of partnership where power is shared - the responsibility for children's educational development is a collaborative enterprise among parents, school staff, and community members.	August, 2016 - June, 2017	List of members of Parent Advisory Council; notice, agendas, sign-in sheets, and minutes of meeting of Parent Advisory Council
5	Provide Workshops for Parents at each Title I school, addressing state's academic standards & student academic achievement standards, state & local assessments, requirements of Title I, how to monitor their child's progress & how to work w/educators.	Parent Liaisons at each Title I school	Programs and interventions that engage families in supporting their children's learning at home are linked to improved student achievement.	August, 2016 - June, 2017	Notices, agendas, and sign-in sheets from workshops; Parent Surveys

## 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
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1	Train teachers and other school staff on the value of parental involvement, communicating & working with parents, building ties between home and school, cultural sensitivity, & the parental involvement program.	Title I Coordinator with school principals.	When programs and initiatives focus on building respectful and trusting relationships among school staff, families and community members, they are more effective in creating and sustaining connections that support student achievement.	July - October, 2016	Notices, agendas, and sign-in sheets for trainings.
2	Provide training for parent liaisons at Title I schools on communicating and working with parents, building ties between home & school, & implementation & coordination of parental involvement program.	Title I Coordinator	When program and initiative focus on building respectful and trusting relationships among school staff, families and community members, they are more effective in creating and sustaining connections that support student achievement.	Fall 2016	Notices, agendas, and sign-in sheets for trainings.

## 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 provide full opportunities for participation in parental involvement activities for all parents, including parents with limited English proficiency, disabilities, and migratory children in the following ways:

- (1) Survey school staff, including counselors, regarding the need for alternative format/language (especially Spanish) in parent communications;
- (2) Verbally assess need for alternative format/language (especially Spanish) during PAC meetings;
- (3) Coordinate with ESL Director regarding need for alternative format/language (especially Spanish);
- (4) Contract with a translator to provide translation (especially Spanish) of parent communications, including notices of meetings, agendas, school reports, and other activities, as needed; and,
- (5) Ensure that all meetings are accessible to parents with disabilities, through examination of physical facilities to be used for meetings, and provision for alternative formats, as needed.

## 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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	In-home conferences, as needed, and parent meetings at a variety of times	Parent Liaison	When parents are more involved with the school, their children are more likely to succeed academically.	Throughout the school year, as needed.
2	Establishing a LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and	LEA-wide PAC	Title I Coordinator	When schools, families and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more. Henderson & Mapp, 2002	Meet quarterly during the school year

### 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	Meet the Teacher Night	3	600	Improved achievement as a result of better parent/teacher communication
2	Parent Conferences	6	900	Improved achievement as a result of parent knowledge of student progress
3	2nd Cup of Coffee	1	60	Improved achievement as a result of better parent/teacher communication
4	Make/Take Workshop	1	80	Improved achievement as a result of parent understanding of curriculum and access to materials to help student
5	Grade Level Information Meetings	3	200	Improved achievement as a result of parent understanding of test content and strategies to improve performance
6	Title I Annual Meeting	3	80	Improved achievement as a result of parent understanding of test content and strategies to improve performance
7	History/Science Fair	1	20	Improved achievement in social science as a result of student sharing with parent
8	Transition from 8th Grade	1	20	Improved achievement as a result of better preparation for transition to 8th grade

### 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	School principal trains staff on how to reach out to parents and how they should relate to them	3	90	Improved achievement as a result of better parent/teacher communication

### 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	Distance to travel to schools, for rural parents.	Use of newsletters, district and school websites to keep parents and community informed.
2	Time restrictions	Activities and conferences at flexible times

**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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