

---

State Board of Education

Marva Johnson, *Chair*  
John R. Padget, *Vice Chair*  
*Members*  
Gary Chartrand  
Tom Grady  
Rebecca Fishman Lipsey  
Michael Olenick  
Andy Tuck



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

Pam Stewart  
Commissioner of Education

December 23, 2016

Mr. Michael Kilts  
Jackson County School District  
Post Office Box 5958  
Marianna, FL 32446


Dear Mr. Kilts:

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

## JACKSON Title I, Part A Parental Involvement Plan

I, Steve R. Benton Sr. , 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

  
\_\_\_\_\_  
**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



## 2016-2017 LEA Parental Involvement Adoption Page

Jackson County School District:

*Jackson*

This policy was adopted by the LEA on 11/22/2016 and will be in effect for the period of one year through 11/22/2017. The LEA will distribute this policy to all parents of participating Title I, Part A children on or before 12/18/2016.

(Signature of Title I Authorized Representative)

11/14/16

(Date)

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

## JACKSON Title I, Part A Parental Involvement Plan

I, Steve R. Benton Sr. , 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

---

### 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 purpose of the Jackson County School District is to prepare all students for success as educated and caring citizens by inspiring and building good character and a passion for lifelong learning- building a better community, one student at a time.

#### Parent Involvement Beliefs:

- We believe that partnerships among school, parents, families and other community stakeholders are contributors to success for learners.
- We believe positive parental involvement is crucial for the education of students, both inside and outside of the school environment.

---

## 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 district-wide parental and community advisory council will be utilized to solicit input into the parental involvement policy and the LEA 5-year Plan. The council will meet four-ten times per year to review and update the policy and LEA Plan as necessary. The council will be composed of parent representatives from each school's School Advisory Council, community partners, school and district leaders in Graceville (two meetings), Cottdale (two meetings), Marianna (four meetings) and Sneads/Grand Ridge (two meetings). The district-wide policy will be incorporated into the Jackson County School Board Title I Plan. The District Parental and Community Advisory Council will be involved in the development of the District Improvement Plan. The school board meetings and workshops will be advertised prior to the meetings. During the school board workshop or meeting, parents will have an opportunity to address any concerns with the Title I Annual Plan and review and make suggested revisions to the LEA 5-year Title I Plan.

#### School review and improvement under Section 1116:

All schools in the district will organize a School Advisory Council (SAC), with the majority of its members not employed by the District. The SAC will serve as the decision-making body of the school. The SAC will meet quarterly to develop, review and offer suggestions for improvement of the School Improvement Plan/Title I School-wide Plan, as well as all other policies required by NCLB. The SAC will review data, discuss strategies implemented, and evaluate progress made by students.

The District Parent Advisory Council will be the determining factor to decide how the funds will be allocated to Title I schools. At the April 2015 Advisory Council meeting, the Director of Federal Programs provided several options for the Council to review. It was decided during that meeting the funds will be allocated based on the proportionate share of free and reduced priced lunch children at each Title I school. Allocation amounts are shared at the first meeting of the following year as proof of meeting compliance with the District Parent Advisory Council.

---

## 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:** The district's Director of Federal Programs will meet monthly and additional times as needed with principals to provide technical assistance. The district's e-mail system (Microsoft Outlook) will be utilized to provide technical assistance. The district will allocate Title I funds earmarked for parental involvement activities as decided on by the District Parental and Community Advisory Council. The Director of Federal Programs will visit Title I participating schools to offer assistance and support of parental involvement activities. The district will allocate professional development funds to Title I schools to assist schools in attending state conferences and Region I workshops.

The Director of Federal Programs will provide training to principal or school-level designee for parent involvement in the development of robust parent involvement plans for their school. Data will be reviewed to determine strategies to be implemented for the school year. Each school will submit their plan for review by the Director of Federal Programs. The LEA will utilize a checklist to ensure the plans meet compliance. Each school level parent involvement plan is presented to the School Board for review and feedback from the Board and citizens.

Parents have multiple outlets to contact school and district personnel to voice their concerns and suggest activities for parental involvement. All comments and suggestions are reviewed and are determined feasible for implementation by the Director of Federal Programs.

---

## 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	Head Start/Early Childhood	Combine efforts of Title I and Head Start to inform parents of Title I Components by including personnel and parents from Head Start, VPK, and Early Childhood programs in the District Parent Advisory Council.
2	Title I, Part C	We include parents of migratory families and personnel from PAEC that assist in implementing Title I, Part C on the District Parent and Community Advisory Council.
3	ESE	Parent Involvement activities are coordinated by including input from parents of ESE students and working in close collaboration with ESE Office to meet the unique and special needs of students with varying exceptionalities.

4	Title VI	Title VI funds will be used to include non-Title I schools in implementing parent involvement activities to improve student academic achievement.
---	----------	---

## 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 evaluation instrument (parent survey) will be developed at the District-wide Parental and Community Advisory Council in an effort to solicit parental involvement. The evaluation will include identifying barriers to increase participation and parental involvement activities with particular attention to parents, who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The policy will be evaluated annually at each of the Title I participating schools during a SAC meeting. The chairman of SAC or principal's designee will be responsible for conducting this evaluation. Parents will have an opportunity and will be encouraged to complete an evaluation. The evaluation instrument will be sent home to allow other parents to have an opportunity to evaluate the policy. The District Parent Advisory Council will review the findings of the annual evaluation to develop strategies for more effective parental involvement for the next school year and make any necessary changes to the district plan to facilitate implementation of changes.

## 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 trainings to parents during the school year on helping their children learn at home and be based on student achievement	School Principals	Increasing the capacity of parents to improve student achievement in benchmarks.	September 2016- May 2017	Agendas, minutes, sign-in sheets of meetings conducted; meeting materials
2	Increase communication to parents	School Principals and Director of Federal Programs	Allowing frequent meaningful communication with parents on student achievement and other indicators to ensure student success	August 2016-June 2017	Filled out planners, emails of communication, parent/teacher conferences, phone logs, school meeting, DPAC meetings in other communities
3	Utilization of Supplemental Resources to improve student achievement and build parent capacity	School Principals and Supervisor of Federal Prog.	Provide supplemental resources for students and parents to use to improve student achievement.	August 2016-June 2017	Purchase Orders, School Improvement Plans/Schoolwide Plans

4	District Parent Involvement Calendar	Director of Federal Programs	Provide parents with ample opportunities for parental involvement, testing dates, tips to help their children academically and a district and school to parent communication tool.	Delivered to parents on the first day of school.	Increased participation in SAC meetings, parent trainings, parent nights, and FCAT scores; Purchase Order for calendars
5	School Federal Resource Books	Director of Federal Programs	Provide parents that do not have internet access, attainment of resource materials for improved knowledge of programs.	Fall 2016- updates as necessary	Increased positive remarks on Title I Annual Parent Survey regarding knowledge of programs.

## 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	Parental Involvement Training on ePDC	School Principals	Creating strong parent/teacher bonds will improve relationships and open doors to better communication and student achievement.	August 2016- June 2017	Print out of PAEC records of trainings teachers participated in for parental involvement.
2	Effective Communication with Parents	School Principals	Providing necessary information through the Progress Monitoring Plan	August 2016- June 2017	Sign in sheets and follow-up communication between parents and teachers, such as emails, phone call logs, parent/teacher conferences..

## 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:** Jackson County has approximately 82 ELL students which represent less than 1% of the district's student population. The majority of those students are Spanish speaking students. The district uses a website to translate documents into other languages, as appropriate. The district also utilizes the resources available through PAEC's Migratory Office for translation of documents and translation services. All documents will be reviewed to ensure the format and language that is appropriate for the diverse population of our district. The District is using Google translate on the District website to translate into multiple home languages.

## 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	Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];	Work with community partners to provide daycare to eliminate a barrier to greater participation.	School Principals	Allow parents to attend trainings, without distraction/disruption of younger children, to build their capacity to help their child succeed.	August 2016-June 2017
2	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)];	Multiple School Advisory Council Meetings and Community Meetings	SAC Chairs and Director of Federal Programs	Provide information on Title I activities and use of funds to provide necessary resources to improve student achievement.	July 2016-June 2017
3	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	District Parent Advisory Council	Director of Federal Programs	All stakeholders of the community to discuss student achievement, resources, and parental involvement needs to improve student achievement.	September 2016-May 2017

### 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	Improve Content and Standard Assessment Knowledge for Parents	1	25	Improved knowledge of parents will assist in homework completion and practice skills to improve student achievement on state assessments.
2	Provide Trainings to parents during the school year on helping their children learn at home	9	450	Sustained ELA performance levels with new cut scores established.
3	Increase communication to parents	18	7500	Provided up to date information on homework, classwork, student performance, school activities that support class grades and state assessment performance. Schools are required to implement a minimum of 2 parent nights with 9 Title I schools.
4	Utilization of supplement resources	1	10000	Resources sent home throughout the year, newsletters, how-to examples to support improved student performance in the classroom and on state assessments. Number of students at Title I schools. Built within Parent Resource Calendar.
5	District Parent Involvement Calendar	1	10000	Provide parent with ample opportunities for parental involvement, testing dates, tips to help their children academically, and information on federal programs.
6	School Federal Resource Books	15	45	Provide parents without access to the internet printed materials for improved knowledge of federal programs.
7	Brochure Development	2	500	Brochure completed on homeless education programs and assessments.
8	Facebook Page for the District	0	0	Not completed- manager of information posted was not identified this school year.

### 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	Parent Involvement Training on ePDC	2	70	Graceville Elementary and Golson Elementary did trainings with their staff.
2	Effective Communication with Parents	6	430	Updated through MTSS process and training for all schools, Summer 2016

### 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	Childcare for younger siblings (all subgroups represented at Title I schools)	High School students for community service hours.

## 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
-------	-----------------	-----------------------------