

State Board of Education

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FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

Pam Stewart  
Commissioner of Education

January 4, 2016

Marie Pittman  
Union County School District  
55 Southwest 6<sup>th</sup> Street  
Lake Butler, FL 32054

Dear Ms. Pittman:

We are pleased to inform you that the Union 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

## UNION Title I, Part A Parental Involvement Plan

I, Carlton Faulk, 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



# THE SCHOOL BOARD OF UNION COUNTY

Carlton Faulk, Superintendent

55 SW 6<sup>th</sup> Street

Lake Butler, FL 32054

(386) 496-2045

FAX (386) 496-4819

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District 1

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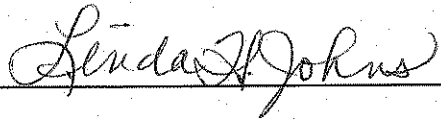
Curtis Ciyatt,  
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Becky Raulerson,  
District 4

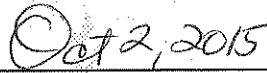
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## Union County

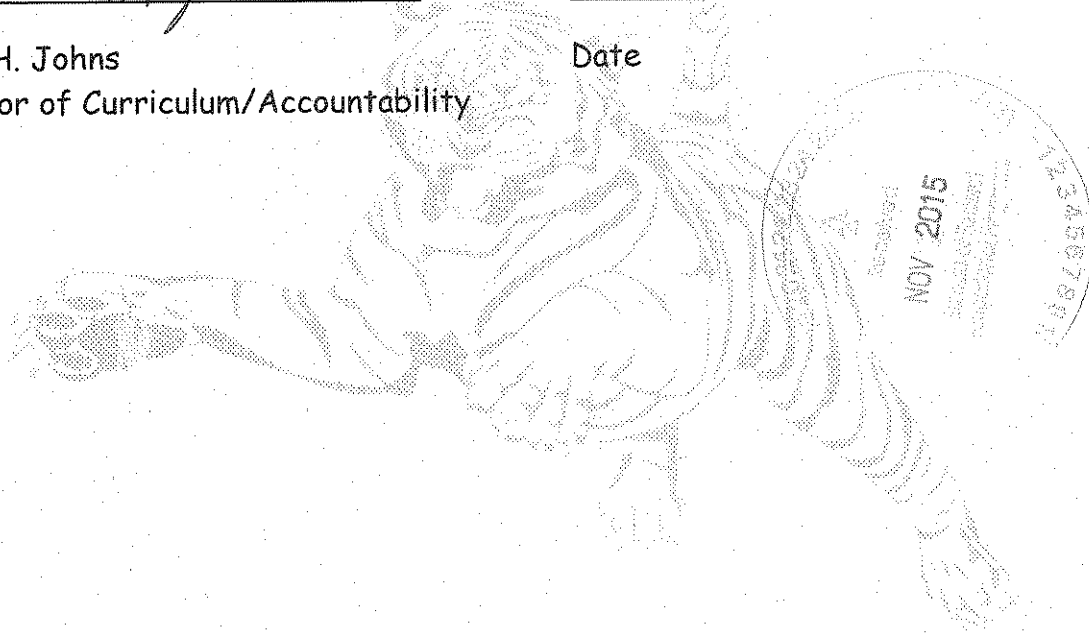
This policy was adopted by the LEA on 09/26/2015 and will be effect for the period of one year through 9/26/2016. The LEA will distribute this policy to all parents of participating Title I Part A children on or before 10/16/2015.



Linda H. Johns  
Director of Curriculum/Accountability



Date



## UNION Title I, Part A Parental Involvement Plan

I, Carlton Faulk , 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: N/A

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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 Union County School District involves parents through participation in the District Advisory Council (DAC) and through parental feedback. Parents give feedback on the effectiveness of this plan through the annual parent survey which is given out to parents each school year. This survey is distributed in multiple formats to accommodate ELL students.

The district encourages parents to participate in district parent involvement workshops and meetings. Parents are notified of meetings by weekly school newsletters, notification in the local newspaper and school signs. Parents are also involved in the allocation of parental involvement funds through representation at the annual parent involvement meeting and school advisory council meetings where this is discussed and parents have an opportunity for meaningful input.

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## 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 Union County School District will provide the following necessary coordination, technical assistance, and other support to assist our Title 1 Part A school in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Technical assistance will be provided by district staff, to include the Director of Curriculum and Accountability (who is also the Title I Director), Director of ESE and Student Services and secretarial staff, to the principal, assistance principal, faculty and staff of the district's Title 1 school to review student achievement data and assist in the development implementation, and review of all required plans.
- The Director of Curriculum and Accountability, who also serves as the district parent liaison, provide opportunities for Title 1 school staff to enhance their abilities to present parental involvement information at faculty meetings and to integrate parental involvement into in-service training for school-based personnel.
- The Director of Curriculum and Accountability reviews the school-level parent involvement policy in October to ensure compliance and that the activities planned will provide meaningful opportunities for parents to become more involved in their child's education.
- Monthly SAC meetings serve as the main forum for sharing information. The District Parent Liaison provides information and technical assistance to schools.

The District Parent Liaison serves as an avenue to facilitate communication and training between the school and parents. The LEA will provide training sessions to assist the parent liaison with parent training sessions in the following areas:

- How to monitor their child's progress and work with teacher's to improve the achievement of their child;
- State and local assessments; and
- Parental involvement requirements.

All activities will be structured to ensure a specific correlation to student achievement. The LEA will, to the extent possible, ensure that parental involvement activities:

- Support the involvement of parents in the decision making process;
- Engage parents and students in activities to help their child academically;
- Provide information to parents on where their child's skills need to improve; and
- Provide a method of communicating with parents.

Examples of documentation to be kept on file:

- Minutes, agendas, hand-outs and sign-in sheets;
- Payroll records for individuals employed to provide support;
- Training records including sign-in sheets, presentation materials, in-service point records, etc;
- Review sheets and feedback provided to school.

## 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	IDEA	LEA will utilize district staff and other consultants to plan and plan parental involvement strategies to involve parents through communication with parents: a. Weekly school newsletters; b. Weekly local newspaper announcements; c. Daily local radio announcements; and d. Parent/Teacher Conferences at the end of each grading period.
2	Title II	LEA will utilize all available funding sources to provide high quality training for instructional staff to work effectively with parents as collaborative partners. Training to be held throughout the school year.
3	Voluntary Pre-Kindergarten	LEA will utilize all available resources (i.e, North East Florida Educational Consortium, University of Florida and P.K. Yonge) to effectively collaborate with parents as partners in their child's education at the earliest of school experience.

4	Title I Part D	Parents of students served under Title 1 Part D funds are informed of and invited to all scheduled parent meetings and trainings.
5	Title X	Parents and families are students who are served by Title X funding are informed or and invited to all scheduled parent 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 Union 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 1 schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention paid to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation regarding its parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The actions to be implemented are:

1. Annual parent surveys
2. Monthly SAC meetings
3. Parent/teacher conferences
4. Annual climate surveys
5. Copies of the Parents' Right to Know and the Title 1 District Parent Involvement Policy , school parental involvement plan are made available to parents upon completion and approval by the Florida Department of Education. Student/Teacher/Parent compacts are signed by all students/parents/teachers at the beginning of each school year. The LEA with work with the principal, teachers and staff to collaborate with parents at monthly SAC meetings, annual open houses and parent/teacher conferences to gather information on the barriers that prevent parental participation. Documentation will be maintained (sign in sheets, agenda) of meetings and opportunity for input regarding survey revisions/results. The annual parent survey will include questions in regard to barriers preventing parent participation and how to decrease the barriers in order to increase parent participation. The LEA district staff will make recommendations to principals at each school for strategies in improving parent involvement. The LEA will utilize the findings from the annual parent surveys to create a plan for future parent involvement activities which would meet the needs of parents who have barriers to full participation in their child's education (i.e.; language, work, schedule, limited literacy, disability and racial or ethnic minority background).

## 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
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1	Report cards and Assessments discussed during individual conferences	Classroom teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, school year progress and goals for the school year	August through May	Conference Logs
2	Parent Conference	School Personnel	Student progress to be discussed - strategies provided to ensure success of student	November	Increase in FCAT scores
3	Parent Right To Know Letter	Director of Accountability/School Principal	Information for parents to use to assist their child to be successful in school	August (first day of school year)	Increase in FCAT scores
4	Climate Survey	Director of Accountability/School Principal	Stronger parent-school relationship/partnership	April	Increase in FCAT scores
5	Skyward Student - Parents are able to access student achievement data and course assignments	Classroom teachers	Parents are able to access current information relative to their child's academic performance	August through May	Increase in FCAT scores

## 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	How to provide meaningful programs/services to attract parents and assist parents with instruction in home	Director of Accountability/Special Programs	Principals will become more aware of the value of parents as partners	November	Sign in Sheets, agendas, presentation materials
2	How to provide meaningful programs/services to attract parents and assist parents with instruction at home	School Principal and Assistant Principal	Teachers/staff will become more aware of the value of parents as partners	January	Sign in sheets, agendas, presentation materials
3	How to provide meaningful programs/services to attract parents and assist parents with instruction at home	Principal and Assistant Principal	SAC members will become more aware of the value of parents as partners	February	Sign in sheets, agendas, presentation materials
4	Importance of Parent Involvement/Partnership - Research based print material	Director of Accountability and School Staff	Increased knowledge for staff on impact of parent involvement	October , January, April	Increased parental involvement and increased FCAT scores



5	Professional Learning Communities	District Administrators/School Administrators	Increased staff knowledge to assist parents in working with their children	November, March	Increased parental involvement
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## 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 provides opportunities for participation in parent involvement activities for all parents (including parents of children with limited English proficiency, disabilities and migratory children). Information regarding school programs, meetings, school reports, and other activities will be shared through annual Title I school meetings, SAC meetings, articles in local newspaper, school and district websites, school newsletters, school phone call out system, and school signs. Parents with disabilities are informed of the handicapped accessibility of all district facilities. The Parent Involvement Policy is printed and distributed to the Title I school office at the beginning of the school year. Parents are advised of the availability of the District Parent Involvement Policy in the weekly school newsletter. Parents are also advised they can contact the school office or the Title I office and a copy of the District Parent Involvement Plan will be mailed to them. Based upon need, the district will provide translation for documents in Spanish, to the extent possible, for parents. The Parent Involvement Policy will also be posted on the LEA's website and linked from the Title 1 school's website.

Written communication is provided for parents in an understandable format, including alternative formats upon request. Translators will be available at all parent meetings based on the language survey data, when necessary, to provide translation services to ensure that parents are able to fully participate in parent meetings. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. LEA and school personnel will run the Language Survey report as needed based on fluctuations in student populations to determine any changes. The LEA also ensures printed material, especially notices about parent activities are written in a simple, clear understandable manner, and if requested, provide large print copies for visually impaired parents. The LEA will also provide translators for hearing impaired parents whenever requested.

## 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

## 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	Title I school SAC Meetings	3	12	Parent involvement increases student achievement
2	Open House/Annual Title I Meeting	4	50	Parent involvement increases student achievement
3	Parent Right to Know Letter	1	700	Information for parents to use to assist their child to be successful in school
4	Climate Survey	1	350	Stronger parent-school relationship/partnership
5	FCAT Night	2	42	Information to parents to use to assist their child in increased academic 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	The Importance of Parent Involvement	1	83	Parent involvement increases student achievement
2	Developing stronger parent-teacher relationships	1	92	Continuous communication between teacher and parent increases 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
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1	Rural area	Use of newsletters, district and school website to keep parents and community informed
2	Time restrictions	Activities and conferences at flexible times
3	Limited English Proficiency	Translators available on request for meetings and conferences

### 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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