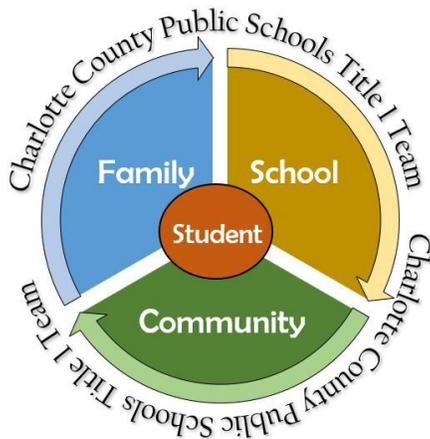


School Improvement and Parent & Family Engagement Plans

2019-2020

LIBERTY ELEMENTARY



INSTRUCTIONS

1. Complete the following sections of the Parent & Family Engagement Plan (PFEP).
2. To be considered *complete* each section needs to have all the components included.
3. Upload to Google Doc [May 31, 2019](#) .
4. Complete the SIP section (found at the end) when your school SIP is completed. (There is always an exception, isn't there?)

Evaluation of 2018-2019 School Year PFEP

BUILDING CAPACITY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
Family Reading and Resource Center	62	1630	Students now have books on their level to read at home with their parents in order to develop a love for reading.
Student Led Conferences	2	371	Students own their learning and are able to communicate their learning and progress with their parents.
Title I Annual Meeting- Parents gain information about Title I Services	1	478	Family support to increase student achievement. Parents becoming intricate part of the school culture which will increase student achievement.

Family Engagement Conference	1	2	Building capacity with parents to increase student achievement.
District Parent and Family Engagement Team Day	1	6	Family support: Parents becoming an intricate part of the school culture and building capacity with parents to increase student achievement.
Dad's Bring Your Child to School Day	1	190	Family support to increase student achievement.
PTO Meetings			
SAC Meetings			
Quarterly Awards	4	1866	Building capacity for family support and progress monitoring school goals.
Parent Workshops	1	7	Provide tools for parents to effectively help their child experience success.
Parent Institute Weblink	1	Unknown	Not sure of impact because we cannot track use.
Leadership Days (Fall with turkey trot and Spring with Patriot Picnic)	2	272	Building capacity with parents to increase student achievement and family support.
Career Day	1		
Winter Night with chorus	1	50	
Fall Fest and Spring Bash Bookfair	1	470	Building a love of reading through age appropriate text family support, building capacity with parents

			which will increase student achievement in reading.
Math and Movement	1	150	Build a love for math through engaging math activities.

STAFF FAMILY ENGAGEMENT TRAINING SUMMARY

Content & Type of Activity	Number of Activities	Number of Participants	Impact on Student Achievement
Presentation and updates to Family Nights during Pre Week, Staff Meetings, and Committee Meetings			ALL Staff will be trained and aware of school goals and the expectations for documentation and communication with families, which will allow for student success.
Family Reading & Resource Center (FR&RC) Open Tuesday and Thursday 7:30-8:30. Facilitate Parent visits	62	1630	Families will be able to get books to keep which will increase reading achievement when students read more.
Staff Meetings	19	40	During these meetings teachers are receiving professional development on high effect size strategies which will impact student learning because teachers will be using these strategies of these
Hooked on Family Engagement Conference	1	2	Builds capacity of lead point people to partner with parents and improve family engagement.
School Committee Meetings			

District Title I Parent and Family Engagement Team	1	6	Build capacity among staff and faculty to partner with parents and community by reflecting and creating a clear plan.
Title I Achievement and Family Associate Monthly PLC	8	1	Build capacity of our key point person to support district initiatives.

2018-2019

REVIEW

SCHOOL IMPROVEMENT PLAN GOAL

GOALS: 18-19 SIP	OUTCOMES & IMPACT ON STUDENT ACHIEVEMENT
To increase student achievement through standards based instruction, collaboration, and high effect size strategies.	- Implementing Marzano and high effect size strategies



LIBERTY ELEMENTARY: OUR DEFINITION OF FAMILY ENGAGEMENT

How does your school define Family Engagement?

At Liberty Elementary Family Engagement is a shared experience between schools and families to support children both socially and academically.

FAMILY ENGAGEMENT MISSION STATEMENT

- The parent and family engagement plan is a shared responsibility.
- The parent and family engagement will assist in providing high quality instruction for all learners.

The parent involvement mission for LES is to support the teaching and learning of all students through a strong home-school partnership so that students can successfully prepare for the future.



INVOLVEMENT OF PARENTS

- The school will involve the parents and families in organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

Evidence of involving parents and families in planning, reviewing and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

In August LES asks for volunteers to participate as members of the Parent and Family Engagement Team for the school year. The group includes two parents, two teachers,

two coaches, a Title 1 Para, and an assistant principal. At the end of the school year the team attends an all-day professional development workshop offered by the District Title 1 Team, The topics include Family Engagement with regards to student achievement, including working with parents as supporters, advocates, teachers and decision makers; building capacity through professional development for everyone; the use of funds for family engagement; and engaging with community members to plan and implement substantive work to improve student achievement. During the September 2019 SAC meeting the assistant principal and available Parent and Family Engagement Team members will meet to discuss the highlights of the 2019-20 Parent and Family Engagement Team and gain additional input from the SAC members. The Parent and Family Engagement Team will collaborate with SAC and larger school community to implement strategies and make adjustments as needed. As members leave the Parent and Family Engagement Team, recruits will be acquired and trained to replace outgoing members.

COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

- The school will coordinate and integrate parent and family engagement programs and activities.
- The school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Program	Coordination
Title IX	Social Worker works with students and families through the Homeless Coalition
Head Start and VPK	VPK preparation for school, home visits are made
Head Start and VPK	VPK preparation for school, home visits are made
Federal Lunch Program	LES, with CHAMPS Cafe offer nutritious, daily breakfasts and lunches onsite for free for all students, with emphasis on baked, broiled and lean meats, fresh fruits and vegetables. Food calendars and nutrition information is sent home monthly to parents.
Title I	Parents attend the Title I Family Reading Experience which is offered twice weekly by our Title I Family Achievement Associate in the Family Reading Experience.

Title III	ELL paraprofessional attends meetings to translate for parents when necessary and supports ELL students throughout the school day.
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ANNUAL PARENT MEETING (this is NO LONGER just Open House) and COMMUNICATION

- The school will provide timely information about the Title I programs.
- Description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program.
- Description and explanation of
 - Curriculum used at the school
 - Forms of academic assessment used to measure student progress
 - Achievement levels of the Florida State Standards
- Description of the nature of the Title I program that is shared with parents.
- Description of how the meeting will cover school choice, and the rights of parents at the annual meeting.
- If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
- The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]
- Could be grade level meetings, SIP meetings, SAC meetings
-

Activity/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
School Connect Call	Assistant Principal	August	Log of phone calls
Marquee notice 9 days before	Assistant Principal	August	Photograph
Open House Meeting	AFA and AP	August	Sign in Sheets
Curricular Meeting in Classrooms	J.Mcgill/C.Whaley	August	Sign in Sheets
School Website	Tech Facilitator	August 2019	Website Screenshot
Facebook Messages	Assistant Principal	August 2019	Website Screenshot

FLEXIBLE PARENT MEETINGS

- ❑ How the school offer a flexible number of meetings, such as meetings in the morning or evening.
- ❑ How the school provides, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement. [ESEA Section 1116]

When planning for events that involve our Liberty families we will plan activities at varying times throughout the day. We will have our Back to School Bash with the church on a weekday night as to not conflict with sports on Saturday morning. We will have our PTO meetings after school or right before dismissal to attract more families to attend our events.

BUILDING PARENT AND FAMILY CAPACITY for 2019-2020

- ❑ The school will implement activities that will build the capacity for meaningful parent/family engagement.
- ❑ The school will implement activities that will build relationships with the community to improve student achievement.
- ❑ The school will provide materials and trainings to assist parents/families to work with their child(ren).
- ❑ The school will provide other reasonable support for parent/family engagement activities.

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Family Reading and Resource Center	AFA Paraprofessional with support from AP & District Title I Staff	Reading-modeling literacy habits and love of reading to increase student achievement	August-May	Flyers, Agendas, Sign-In Sheets, Data

Student Led Conferences	Classroom Teachers	Progress monitoring for student achievement; student self-assessment to increase student achievement.	November, March	Parent Sign-In Sheets, Parent Evaluation
Title I Annual Meeting- Parents gain information about Title I Services	All staff and administration	Family support to increase student achievement, Parents becoming an intricate part of the school culture which will increase student achievement.	August	Sign In Sheets, Teacher Logs
Family Engagement Conference	AFA Paraprofessional	Building capacity with parents to increase student achievement.	October	Sign In Sheets and evaluation results
District Parent and Family Engagement Team Day	Parent and Family Engagement Team and District Personnel	Family Support; parents becoming an intricate part of the school culture and building capacity with parents to increase student achievement	May	Agenda, Sign In, and evaluation results
Dad's Bring Your Child to School Day	Title I paraprofessional	Family support to increase student achievement	September	Flyer, sign in and presentation
PTO Meetings	Administration and PTO	Building Capacity for Family Support and Progress Monitoring school goals to	August-May	Agenda, sign in and minutes

		increase student achievement		
SAC Meetings	Administration and SAC	Building Capacity for Family Support and Progress Monitoring school goals to increase student achievement	August-May	Agenda, sign in and minutes
Quarterly Awards	Administration, Teachers	Building capacity for student learning and a positive attitude towards behavior and academics which will increase student attendance and achievement.	August-May	Flyer, Sign in sheets
Parent Workshops	Lead Teacher, AP, Family Engagement Specialist	Prep for Florida Standards Assessment to increase student achievement	August-May	Flyer, agenda, sign in sheets, minutes
Leadership Days (Fall with turkey trot and Spring with Patriot Picnic)	Lead Teacher, Reading Coach, AP, Title I District Personnel	Building capacity with parents to increase student achievement and family support	November and March	Flyer, sign in sheets, presentation
Career Day	Reading Coach, Lead Teacher	Building capacity with Community to increase student achievement and family support	December 2019	Flyer, Sign in, notices
Parent Institute Weblink	Title I District Personnel	Building Capacity with parents to increase student achievement.	Ongoing	Parent survey results/counter on weblink
Fall Fest and	Committees,	Building a love of	August-May	Flyer, Sign In

Spring Bash Bookfair	administration, Nease	reading through age appropriate text family support, building capacity with parents which will increase student achievement in reading.		sheets
Family Game Night	McGill, Magill, and Administration	Build a love for learning through engaging games and activities	October	Flyer, Sign In sheets
Grand Dance	McGill, Magill, Administration	Foster relationships between school and home will create open dialogue between families	February	Flyer, Sign In sheets
BIN-GLOW Night	McGill, PTO, Administration	Build a love for learning through engaging games and activities	September	Flyer, Sign In Sheets



BUILDING STAFF DEVELOPMENT for PARENT & FAMILY ENGAGEMENT

- ❑ Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contributions of parents/families. [ESEA Section 1116]
- ❑ Describe the STAFF development activities the school will provide to SUPPORT the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in how to reach out to, communicate with, and work

with parents/families as equal partners. [ESEA Section 1116]

- ❑ Describe the STAFF development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]]

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Presentation and updates to Family Nights during Pre Week, Staff Meetings, and Committee Meetings	Administration, Parent Involvement Members	Building capacity among the staff to partner with parents and the larger school community to increase student achievement.	August-May Committee Meetings	Agenda, Notes, Direct Observation
Family Reading & Resource Center (FR&RC) Open Tuesday and Thursday 7:30-8:30. Facilitate Parent visits	FR&RC Coordinator (AFA) with help from Assistant Principal and District Title I Personnel	Educates and informs parents and helps them model good literacy habits and love of reading to increase student achievement.	August-May and Parent and Family Engagement Team Training Day	Sign In Sheets, Participation graphs, Data Charts
Staff Meetings	Administration and Coaches	Educate staff on how to reach out to, communicate, and work with parents as equal partners to increase student achievement.	August-May	Agendas, sign in sheets
Hooked on Family Engagement Conference	District Title I Personnel And AFA	Builds capacity among faculty/staff to partner with parents and the larger school	October	Agenda, Ticket

		community to increase student achievement.		
School Committee Meetings	Committee Chairs	Builds capacity among faculty/staff to partner with parents and the larger school community to increase student achievement.	August-May	Agendas, Sign In Sheets
District Title I Parent and Family Engagement Team	District Title I Personnel, School PFEP Team	Builds capacity among faculty/staff to partner with parents and the larger school community to increase student achievement.	April	Agenda, Sign In, Notes
Title I Achievement and Family Associate Monthly PLC	District Title I Personnel	Builds capacity among faculty/staff to partner with parents and the larger school community to increase student achievement.	August-May	Agenda, Sign In Sheets, Evaluations



FAMILY SURVEY (Replacing the Action Plan)

Using your school survey results, choose a question from each topic listed below to address this coming school year.

Family Efficacy

TOPIC: Connect parents with other parents

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Family game night	Magill Schnulle McGill PTO: Callie Sarah Tina	Buy games Get helicopter Vaughn Brothers Secure Dinner Fall Picture Booth	October	Attendance
Grand dance	Booher Magill Schnulle	Decoration Music Food	February	Attendance

Learning Behaviors

TOPIC: increase student stamina for difficult tasks

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Consistent pattern in homework for K,1,2 to develop confidence	Magill Instructional Leaders	Homework needs to be sent to print shop Homework needs to be organized by week and level	By August 2019	Increased homework turn in rate

School Climate

TOPIC: Value student diversity

ACTIONS and ACTIVITIES	Person(s) Responsible	What needs to be completed?	Timeline	Evidence of Effectiveness
Grand dance to allow all family types to participate	Booher Magill Schnulle Music Teacher	Decoration Music Food	February	Attendance

OTHER ACTIVITIES

- ❑ Other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren). [ESEA Section 1116]

Family Reading and Resource Center - Tuesday and Thursdays led by the Title I Achievement and Family Associate. Documentation will be provided.

Welcome packets for new parents distributed by the front office and Kindergarten meeting for incoming Kindergarten students.

SAC and PTO meetings will occur during school hours or we will have an activity for parents to do.

FAMILY Engagement Projects- per classrooms, school-wide projects will ask for parent and teacher volunteers

Leadership Culture- active recruitment of parents by Leadership team throughout the year.

COMMUNICATION

- ❑ The school will provide timely information about the Title I programs.
- ❑ The school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.

- ❑ If parents request, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).
- ❑ The school will submit parents/families comments if the schoolwide plan is not satisfactory to the parent/family. [ESEA Section 1116]

- Title I Annual Meeting on open house August 2019: Families will receive required information on Title I and opportunities for parenting, learning at home, volunteering, and decision making available during the 2019-20 school year.
- Monthly School Newsletter will contain a “Title I Information” section.
- School website will feature links for Title I information.
- Grade level standard links will be featured on school website and distributed at grade level meetings.
- Parent Survey data will be utilized to plan meetings.
- LES will display a suggestion box on the school website for parent ideas and suggestions. Results will be shared and followed up with staff.
- An updated information notebook regarding Title I services and parent rights will be displayed in the front office area.
- Parent and Family Engagement Team Planning Day in April 2020. Parent and Family Engagement Team will meet once a semester to revisit our plan. Literacy, Math, and Leadership Committees will plan and coordinate family events and debrief to make necessary adjustments after the event.
- In the school newsletter we will provide monthly communication with the school and community partners about ways to help their students at home and community activities.

ACCESSIBILITY

- ❑ Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.
- ❑ Describe how the school will share information related to school and parent/family programs,

meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

“to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.” [ESEA Section 1116]

Liberty Elementary has a Guidance Counselor who is multilingual, and he will be working closely with parents and students to promote student achievement, academically and behaviorally.

Translated information will be available as needed and is practical, in front office for staff to use when assisting families. As needed, LES will offer translation services to assist parents.

As necessary, translator services will be offered at parent workshops/Family Nights to assist all families. Parents Right To Know information will be provided in English and in Spanish, it will also be posted on our school website. Parent Institute links and Parent Involvement Plan will be posted on our website for parents who cannot access our building.

Parent Guide distributed to all families in English and Spanish.

For families unable to come to school campus information will be sent home.

DISCRETIONARY ACTIVITIES (optional)

- ❑ Any activities that are not required, but will be paid through Title I, Part A Funding (for example, home visits, transportation for meetings, activities related to parent/family engagement. etc.)

Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
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<p>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 at school. (Section 1118 (e)(10))</p>	<p>Flexible scheduling for events, meetings, and activities; arranging child care on campus, helping make carpool arrangements</p>	<p>Core Leadership team, grade level program planners, PTO</p>	<p>Builds a culture of warmth, acceptance, and helpfulness which will increase student achievement</p>	<p>August-May</p>

BARRIERS

- Describe the barriers that hindered participation by parents during the previous school year.
- Describe the steps the school will take during the upcoming school year to overcome these barriers (with particular attention paid to parents/families who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, or are parents /families of migratory children).

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Low attendance at PTO	Continue to do PTO meetings at 3:00. Ask parents who are in the parent pick up line or LEAP parents picking up students if they would like to join us.	Whaley Phillips	August-May
Parents with many responsibilities	Continue to use the automated call system, facebook and Remind apps to advertise events and activities to families.	Whaley Classroom Teachers	August-May
Child Care	Flyers include that the whole family is welcome Activities at PTO and SAC meeting for students (coloring books, ect.)	Committee chair	August-May

2019-2020

SCHOOL IMPROVEMENT PLAN GOALS

GOALS (anticipated in your 19-20 SIP)	How will this goal be communicated to families?	How will families support this goal?
<p>Increase student achievement for underachieving students.</p>	<p>Goals will be communicated during PTO and SAC meetings as well as at our Open House and</p>	<p>Families will give input during our PTO and SAC meetings. We will encourage parents to give input by asking them to read over the plans and then give suggestions at the next meeting.</p> <p>Parents are families are able to check out books from our Title 1 Family Reading Experience to encourage students to read at their grade level and find books of interest. This will allow families to build libraries at home and support reading standards.</p> <p>In addition, families are able to use our Reflex math program and read AR books to practice essential skills for their child's grade.</p> <p>Our Title 1 Family advocate is incorporating activities in her Family Reading Experience to help parents assist their students doing homework and fun learning games at home.</p>

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PARENT & FAMILY ENGAGEMENT PLAN

ASSURANCES

- The parents of Title I students are involved in decisions about how Title I funds are spent.
- A description of how your school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.
- The plan was jointly developed/ revised with parent and made available to the local community.
- The parents and families are involved in planning, reviewing and improving the schoolwide program.
- How the plan uses the findings of the parent and family engagement plan to review design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is assigned out of field.
- The school will provide each family with an individualized student report about the performance of their child(ren) on State assessments. [ESEA section 1116]

THIS PAGE WILL BE AVAILABLE TO PRINCIPALS TO SIGN IN CRATE.

Principal's Signature

Date Signed