

## LIBERTY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Thomas Gifford, 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 school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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Signature of Principal or Designee *Dr. Bet Kotowski, AP*

Date Signed 8/14/2013

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The PIP Mission for LES is to support the teaching and learning of all students so that they can successfully prepare for college and/or career.

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### Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** In August, LES asks for volunteers to participate as members of the Parent Involvement Planning Team (PIPT) for the school year. The broadbased group includes two parents, two teachers, a reading coach, a reading paraprofessional, and an assistant principal. In May, the Team attends an all-day professional development workshop, offered by the District Title I Team. The topics include: parent involvement with regard to student achievement, including working with parents as supporters, advocates, teachers, and decisionmakers; building capacity through professional development for everyone; and engaging with community members to plan and implement substantive work to improve student achievement. Our PIPT also reviews and revises the current PIP. During the August 2013 School Advisory Council (SAC) meeting, PIP Team members will discuss highlights of the PIP 2013-2014 One-Year Action Plan and gain additional input from the SAC members. Beginning in fall 2013, the PIPT will meet monthly to review, revise, and evaluate Plan strategies. The PIPT will collaborate with the SAC and larger school community to implement strategies and make adjustments as needed. As members leave the Team, recruits will be acquired and trained to replace the outgoing members.

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## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	*Title I, Part A	*During the day Remediation in Math and Reading (lowest quartile; FCAT L1 and L2)
2	*Title I, Part A	*Freedom Readers' Clubhouse - K-5 reading services by Reading Teachers and Parapros
3	*Title III	*Assistance for English Language Learners - Lead Teacher, Title I Reading Teachers, Interpreter -- All work w/students and families
4	*Title X	*Social Worker, w/students and families, through the Homeless Coalition
5	*Violence Prevention Outreach	*LES, w/ Social Worker, DARE Officer, Charlotte Co. Alliance for Safe and Drug Free Schools
6	*Preparation for School	*VPK
7	*Nutrition	*LES, w/CHAMPS Cafe -- offer nutritious, daily breakfasts and lunches onsite for all students, w/emphasis on baked, broiled, lean meats; fresh vegetables and fruits. Free/Reduced meal application always available in the front office, during Open House, and at other school events.
8	*Kindergarten RoundUp	*Parents are invited to the school over the course of one week to gain information, conference with teachers to learn about the parent and student expectations for Kindergarten.
9	*Family Reading Experience (FRE)	*Parents attend this Title I Family Reading Experience which is offered twice weekly.

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## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	*SchoolConnect call announcing Annual Title I Meeting (English and Spanish)	*Principal	8/2/2013	Log of 600+ Calls

2	*Marquee notice two weeks before	*Principal	7/19/2013	Photo shot of marquee
3	*Title I Annual Meeting	*Principal, AP, Staff, Translator(s)	8/5/2013	Agenda, Sign-In Sheets, Minutes
4	*School Website	*Tech Facilitator	8/5/2013	Website Shot

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** \*LES will review parent survey information and offer meetings and trainings at various times during the school year: -Family Reading Experience (FRE) open to families twice weekly. All family members are welcome. -Grade Level Expectations training during Family Nights in August, and periodically, throughout the school year. - Monthly PIPT meetings held at a time agreed upon by the Team. -PTO monthly meetings alternate between morning and evening, as often as possible

-Evening meetings will feature child care as many times as possible -Monthly SAC meetings, with concentrated effort to contact parents

-During some teacher/parent/student conferences during the school day as well as some evenings, students will lead the conferences and will share their leadership notebooks. This will be helpful for parents and students concerning progress monitoring and student self-assessment.

## Building Capacity

Describe how the school will implement activities that will build the 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 [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	*Volunteer Training	Volunteer Coordinator and Literacy Council Members	Reading-Modeling; Mentoring	September-May	*Training Log; Sign-In Sheet; Direct Observation
2	*Parent Workshops re: FOCUS (Student Information Online System)	Volunteer Coordinator, Core Leadership Team	Information Technology Systems skills	September, November, January	Training Log; Sign-In Sheet; Direct Observation
3	*Critical Thinking Skills re: FCAT	Lead Teacher, Staff, AP	Prep for FCAT	October - March	Flyer, Agenda, Sign-In Sheets, Minutes
4	*Family Reading Experience (FRE)	FRE Paraprofessional w/support from AP & Dist. Title I Staff	Reading -Modeling literacy habits and love of reading	August - May	Flyer, Agenda, Sign-In Sheets, Data
5	*Student-led Conferences	Classroom Teachers	Progress monitoring; student self-assessment	August - May	Parent Log-In Sheets
6	*Student Leadership Notebooks	Classroom Teachers	Progress monitoring; student self-assessment	August - May	Teacher Gradebook

7	*Title I Annual Meeting - Parents will gain information about Title I Services.	All staff and Administration	Family support; parents becoming intricate part of the school culture	August	Sign-In Sheets; Teacher Logs
8	*PreK Home Visits	PreK Teachers	Student readiness to learn; attitude toward school	August-May	Teacher Log
9	*FCAT Nights	Grade 3-5 Teachers	Student confidence and attitude toward FCAT preparation	August-March	Sign-In Sheets; FCAT Results; Direct Observation
10	*Grade Level Expectation Nights	Grade K-5 Teachers	Student attitude toward school and student confidence	August-May	Sign-In Sheets; Direct Observation; Anecdotal Records
11	*FRE - Reading Together with Your Child	Title I District Personnel	Building capacity with parents to increase student achievement	August	Flyer Invitation; Sign-In Sheet; Parent Evaluation

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	*Presentations/updates to faculty/staff during PreWeek, October, December, February, April	*PIPT Members	*Builds capacity among staff/faculty to partner with parents and the larger school community	Mtng: Aug , Oct, Dec, Feb, April	Agendas, Notes; Direct Observation
2	*Family Resource Center (FRE) -- *Open Center on Tuesdays, 7:00a.m. - 8:30a.m. - facilitate parent visits	*FRE Coordinator w/support from AP & Dist. Title I Staff	*Educates/informs parents and helps them model good literacy habits and the love of reading	August - May; PIPT Training Day	FRE Log, Sign-In Sheets, Participation Graphs, Data Charts
3	*Parent Workshops for FOCUS use	*Media Specialist and Core Ldshp. Team	*Educates parents in how to use and model information technology. Also helps parents stay informed about their children's achievement and responsibilities	September, November, January	Sign-In Sheets, Direct Observation
4	*Leader in Me Education	*Lighthouse Ldshp Team	*Educates parents about implementation of leadership principles for adults and children	November	Sign-In Sheets, Agendas, Minutes
5	*Inservice on Parent Volunteer Sign-Up Genius Interactive Online	*SAC Volunteer Parent Coordinator of Sign-Up Genius	*Assist parents to promote one another in volunteering across the school for student outcomes	September - May	*Flyers, Email Logs, Mtng. Sign-In Sheets, Agendas, Minutes, Web-based Sign-Up Genius

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:**

\*Family Reading Experience (FRE) - Tuesdays and Thursdays

\*Welcome Packets for new parents

\*Child care will be available when parents attend SAC, PTO, workshops, and as many other events as possible.

\*Parent Involvement Projects - Per Classrooms, SchoolWide

\*Leader in Me School Culture - Active recruitment of parents

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**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** \*Title I Annual Meeting on 8/5/2013: Families will receive required information on Title I and opportunities for parenting, learning at home, volunteering, and decisionmaking available during the 2013-2014 school year. \*Monthly school newsletter will contain a "Title I Information" section.

\*School website will feature links for Title I information. \*Grade level standards links will be featured on school website and distributed at grade level meetings. \*Parent Survey data report will be utilized to plan meetings. \*LES will display a Suggestion Box in the front office lobby for parent ideas and suggestions. Results will be shared and followed up with staff. \*An updated information notebook regarding all Title I services and parent rights will be displayed in the front office area.

\*PIPT Training -- May 2013-- PIPT will meet monthly to review the PIP and make adjustments as necessary. Special debriefings will be held following events and activities to share parent feedback as to how we can make improvements.

\*Community Corner in school newsletter. This will provide monthly communication with the school and community partners.

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**Accessibility**

Describe how the school 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 school 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:** \*New to Liberty Elementary is 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 as is practical, in front office for staff to use when assisting families. \*As needed, LES will offer translator services to assist parents. \*Notices will be sent home in different languages as appropriate. \*As necessary, translator services will be offered at parent workshops/Family Nights to assist all families.

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school 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)];	*Flexible scheduling for events, meetings, and activities; arranging child care on campus; helping make carpool arrangements	*Core Leadership Team; Grade Level Program Planners; PTO Officers	Builds a culture of warmth, acceptance, and helpfulness	August - May
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	*LES will be in the third year of being a Leader in Me school -- Great emphasis on outreach to parents and larger school community	*Core Team Leadership; All staff/faculty	Builds rigor, relevance, relationships, rich environment of warmth and acceptance	August - May
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	*Use of Leader in Me practices --	*Core Team Leadership; All staff/faculty	*Builds strong relationships in the larger school business community which then provides additional support/resources for students re: relationships and material resources	August - May

## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

## Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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## **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

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## Evaluation of the 2012-2013 Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the 2012-2013 school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	*Volunteer Training	6	30	Reading-Modeling; Mentoring
2	*Parent Workshops re: FOCUS (Student Information Online System)	0	0	Information Technology Systems skills
3	*Critical Thinking Skills re: FCAT	9	180	Prep for FCAT
4	*Family Reading Experience (FRE)	72	2150	Reading -Modeling literacy habits and love of reading
5	*Student-led Conferences	12	360	Progress monitoring; student self-assessment
6	*Student Leadership Notebooks	4	360	Progress monitoring; student self-assessment
7	*Title I Annual Meeting - Parents will gain information about Title I Services.	1	450	Family support; parents becoming intricate part of the school culture
8	*PreK Home Visits	1	18	Student readiness to learn; attitude toward school
9	*FCAT Nights	3	180	Student confidence and attitude toward FCAT preparation
10	*Grade Level Expectation Nights	9	200	Student attitude toward school and student confidence
11	*FCAT 2.0 Information for Families	1	11	Building capacity with parents to help their children prepare for FCAT 2.0
12	*PIPT Training Day	1	1	Build capacity with parents to understand importance of parent involvement

### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2012-2013 school year 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	*Presentations/updates to faculty/staff during PreWeek, October, December, February, April	7	50	*Builds capacity among staff/faculty to partner with parents and the larger school community
2	*Family Resource Center (FRE) -- *Open Center on Tuesdays, 7:00a.m. - 8:30a.m. - facilitate parent visits	72	2150	*Eduates/informs parents and helps them model good literacy habits and the love of reading
3	*Parent Workshops for FOCUS use	0	0	*Educates parents in how to use and model information technology. Also helps parents stay informed about their children's achievement and responsibilities



4	*Leader in Me Education	7	50	*Educates parents about implementation of leadership principles for adults and children
5	*Inservice on Parent Volunteer Sign-Up Genius Interactive Online	7	50	*Assist parents to promote one another in volunteering across the school for student outcomes
6	*Title I Para III Monthly PLC	11	1	*Building capacity within LES - Working with Families in Poverty
7	*PIPT Training Day	1	5	*Building leadership capacity within LES to increase student achievement

## Barriers

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Child Care, Work Schedules, Transportation	Flexible schedule for events; Recruit High School students to assist; Timely advertising of events
2	Communication with school community; Funding and time	Publish dates for upcoming events; Parent Connect; Reminder emails; Community Info
3	Home access to computers; Lack of technology knowledge/skills	Provide computer lab time; schedule instructors to assist with skill development; Notify parents in timely manner; Set schedule with flexible times/days

## Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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