

## 2019-2020 Parent and Family Engagement Plan

<b>School Name</b>	<b>Liberty Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

### Assurances

The above named school agrees to the following assurances:

- Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Jointly develop/revise plan with parents and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- 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;
- 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(s) who is out of field;
- Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

### Mission Statement

<p><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement</p>	<p>At Liberty Middle School, we work together with parents to inspire a passion for learning in our students and promote their academic achievement. We are committed to preparing all students to become college and career ready. Parent involvement is an essential part of this process. We inform and empower parents with strategies and resources they can use with their children at home. It is our belief that students achieve at higher levels when the school and parents</p>
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plan will assist in providing high quality instruction for all learners?	collaborate with each other. Parental involvement supports student achievement and encourages continued involvement in activities that take place both inside and outside of the school.
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### Involvement of Parents

<p><b>2. Does the plan include:</b>          How the school will involve the parents and families in an 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 [ESEA Section 1116]?</p>	<p>Liberty Middle School is committed to involving parents in all aspects of Title I programs that occur both inside and outside of the school. Liberty Middle School will ensure the organized, ongoing, and timely manner of involving parents and families through:</p> <ul style="list-style-type: none"> <li>• Home-to-school and school-to-home communication in English and/or other languages</li> <li>• Flyers</li> <li>• Newsletters</li> <li>• Connect Orange Messages</li> <li>• School Website</li> <li>• Email</li> <li>• Meeting Agendas</li> <li>• School marquee</li> </ul> <p>We encourage all school stakeholders to participate in our School Advisory Council, which is comprised of faculty, staff, parents, and community members. More than 50 percent of the members of SAC are parents and community members. The primary responsibility of SAC is to develop, review, implement, and evaluate school based plans such as the School Improvement Plan, the Parent and Family Engagement Plan and School Compact.</p> <p>Liberty Middle School parents, families, students, teachers, and staff are involved in the planning, review, and improvement of Title I programs including school improvement. Parent are provided the opportunity to voice their ideas and opinions regarding these plans, and are involved in the decision making process to determine how funds from Title I and school improvement will be used by:</p> <p><b>Attending</b></p> <ul style="list-style-type: none"> <li>• Title I Annual Meeting</li> <li>• School Advisory Council (SAC) Meetings</li> <li>• Multilingual Parent Leadership Council (MPLC) Meetings</li> </ul> <p><b>Participating in</b></p> <ul style="list-style-type: none"> <li>• Parent and family engagement capacity-building activities</li> </ul> <p><b>Reviewing and evaluation of</b></p> <ul style="list-style-type: none"> <li>• Academic data</li> <li>• Previous school year Parent and Family Engagement Plan and School Compact</li> </ul>
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### Coordination and Integration with Other Federal Programs

<p><b>3. Does the plan include:</b> How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	<p>Liberty Middle School will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various known practices that are linked to learning.</p> <p>Below you will find the delineated program and coordination for each school-based program.</p>
<b>Program</b>	<b>Coordination</b>
Pre-K Varying Exceptionalities ESE - IDEA	Supplemental instructional support will be discussed with parents during the development or review of the students IEP. Liberty Middle is fully designed for parents and students with physical disabilities to access all areas of the school. Sign Language is provided for IEP meetings and upon request.
Title I	Funding will be used to support tutoring programs in reading. Parents will be provided with information that will allow them to support their child in the reading process at home as well as participate in upcoming literacy events and tutoring
Title I	Four OCPS PD Modules will be provided throughout the school year to address Parent and Family Engagement with the school staff;
Title III	ELL Students will receive support with materials and staff will receive training on how to meet the needs of ELL Students
Title X	Homeless students receive district support from McKinney Vento in terms of supplies, food, and transportation

### Annual Parent Meeting

<p><b>4. Does the plan include:</b> A description of the specific steps the school will take to conduct the annual</p>	<p>The annual meeting will be held during the fall of each school year. At this meeting, parents will receive information regarding the Title I program, curriculum, academic assessments, and the role of the parent in ensuring the academic success of every child. In addition to the Title I meeting, parents have the ability to request additional</p>
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<p>meeting to inform parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>information regarding Title I programs or any other school information at any time during the school year. Throughout the course of the school year parents may be involved in a variety of meetings that will allow for their understanding of their child's academic progress within the school. Retention meetings will occur at various times during the school year and these meetings will consist of the student, parent, guidance counselor, and API. Students at risk of failure will be monitored during the school year. If students are assessed as being in danger of failing, a meeting will be scheduled to discuss the issues. IEP Meetings are held throughout the school year and are conducted by the IEP team. Documentation is made at each meeting. Progress Monitoring Meetings are conducted in an ongoing basis by the LEP Team, Teachers, and Parents. Documentation is made at each meeting. All meetings are held with translation available. All school related and Title I documents are translated into Spanish as well.</p> <p>We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> <li>• Annual Yearly Progress (AYP) via PowerPoint presentation and handouts</li> <li>• School Choice via district handouts and policies</li> <li>• The Rights of Parents via brochure and other resources.</li> </ul> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/ Migrant programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools, and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information: please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at <a href="http://www.fldoe.org/bsa/title/title_compile.asp">http://www.fldoe.org/bsa/title/title_compile.asp</a> and our district's Title I website: <a href="http://www.ocps.net/department/title_i">http://www.ocps.net/department/title_i</a></p> <p>Below are the specific steps that Liberty Middle School will take to conduct the Title I Annual Meeting.</p>
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<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Development of flyers for Annual Meeting	Secondary Engagement Liaison	Sept 2019	Copy of the flyer
Additional Publicity for Annual Meeting	Secondary Engagement Liaison	Sept 2019	Weekly Newsletter
Development of agenda, handouts, power point, presentation for Annual Meeting	Secondary Engagement Liaison	Sept 2019	Copies of Agenda, handouts, & power point presentation
Development of sign-in sheets for Annual Meeting	Secondary Engagement Liaison	Sept 2019	Sign In Sheets from Annual Meeting
Annual Meeting Documentation	Secondary Engagement Liaison	Sept 2019	Documentation will be shared with Title I Office for monitoring purposes
Conduct Annual Meeting	Principal	Sept 2019	

### Flexible Parent Meetings

<p><b>5. Does the plan include:</b> How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>The administration, faculty, and staff at Liberty Middle School recognize the importance of strong parent and family engagement and its impact on the educational success of the student. Meetings are held in the mornings, during the day, and in the evenings in an effort to accommodate parents and their schedules. Conferences are offered in the mornings on Monday, Tuesday, Thursday, and Friday. If parents are unable to attend as these times they may request an afternoon conference or a phone conference. IEP meetings are scheduled around the parents and our ESE coordinator and department make every effort to accommodate all parents. Additional events or meetings that are held in the evenings begin at 6:00pm which allows for parents to get off work and attend the events at the school.</p> <p>As it pertains to services related to parent and family engagement the school will provide the following:</p> <ul style="list-style-type: none"> <li>- Transportation to a minimum of 1 Parent Academy</li> <li>- Cover the cost of staff for a childcare room during school by an OCPS Non-classified Staff Member.</li> </ul>
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### Building Capacity

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<p><b>6. Does the plan include:</b>          How the school will implement activities that will build the capacity for meaningful parent/family engagement?           How will the school implement activities that will build relationships with the community to improve student achievement?           How the school will provide material and training to assist parents/families to work with their child(ren)?           How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Liberty Middle School takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that the community members and organizations can volunteer to support through our Partners in Education (PIE) coordinator as well as our ADDitions coordinator.</p> <p>Our Parent Engagement Compliance Contact will be a main point of contact for parents to receive resources, support and information about activities that engage parents and family.</p> <p>Below are the specific steps that Liberty Middle School will take to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Awards Night	Reading/Coach Guidance	Parent will have the opportunity to celebrate their children's academic achievements	June 2020	Program
STEAM Night	Assistant Principal	Parents will be provided information on learning strategies and activities they can recreate at home to help their children engage in the STEAM educational approach to learning which uses Science, Technology, Engineering, the Arts and Mathematics.	March 2020	Sign in sheets, handouts, agenda
Report Card Night	Principal	Parents will be able to immediately	January 2020	Sign in sheets

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		schedule a 5 minute conference with the teacher(s)		
AVID Night	AVID Coordinator	Parents will be provided with information regarding various AVID strategies, the responsibilities of AVID Students and how parents can provide support at home	November 2019, February 2020	Agenda, Sign in sheets, handouts
Cambridge Night	Curriculum Resource Teacher	Parents will be provided with information about the Cambridge Program, Cambridge Resources, Course Content Information.	January 2020	Agenda, Sign in handouts
Fine Arts Showcase/Concerts	Fine Arts Teacher(s)	Parents will have the opportunity to listen to and view the work of their children who participate in the Fine Arts Program	October 2019; December 2019; May 2020	Sign in sheets, Program
Literacy/FSA/FCAT Night	Reading Coach	Content specific stations will be provided for parents and students. Information will include reading strategies that can be used at home, fluency, and information about retrieving a library card.	March 2020	Sign in sheets; Agenda; Handouts
Assessment discussed during individual conferences	Teachers	Teachers will conduct individual conferences to discuss each child's assessment results expectations, and goals from the year	March 2020	Conference Sheets
FSA Standards	Curriculum Resource Teacher	Parents will be able to access information regarding the standards and strategies that they	November 2020	School website, school newsletter

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		can use at home via the school newsletter and website.	
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### Staff Development

<p><b>7. Does the plan include:</b>          A description of the professional 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 parents/families, in the value and utility of contributions of parents/families?          - in how to reach out to communicate with, and work with parents/families as equal partners?          - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>Liberty Middle School strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Liberty Middle School will implement to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Secondary Engagement Liaison	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to home partnerships	October 2019	Advertising, exit slips



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Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Secondary Engagement Liaison	Improved ability of staff to work with parents and families	January 2020	Advertising, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement Programs	Secondary Engagement Liaison	Increased parent and family participation in school activities which support student achievement	March 2020	Advertising, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Secondary Engagement Liaison	Improved relationship, communication and collaboration between parents and school	May 2020	Advertising, exit slips

### Other Activities

<p><b>8. Does the plan include:</b> How 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]?</p>	<p>Liberty Middle School is committed to creating an environment that focuses and supports communication between the school and home. The school will communicate with parents via phone calls, emails, conferences, newsletters, information flyers, website, and podcasts to ensure that they are informed of any and all activities in a timely manner. LMS will also expand the parent resource center to include useful and informative information that will allow for the academic success of students both in and out of school.</p> <p>Liberty Middle School will use a various school resources to assist parents and families with their needs. The following are some of the resources available to parents and families:</p> <ul style="list-style-type: none"> <li>• The ESE and Guidance office have a parent resource center that includes the following information about but not limited to the following:             <ul style="list-style-type: none"> <li>○ Homeless education</li> <li>○ Retention</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>○ Counseling Services</li> <li>○ Exceptional Education Services</li> <li>○ Behavioral Support Services</li> <li>○ And other resources outside of school</li> </ul> <ul style="list-style-type: none"> <li>● Media Center offers computer access to allow students and parents' access to district applications and other materials during extended hours monthly.</li> <li>● District Parent Academy and Virtual Academy events are offered thought out the year.</li> </ul>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Resource Center	Guidance Counselor; ESE Contact; Parent Engagement Contact	Ongoing	Sign in Sheets
Media Center	Media Clerk, Parent Engagement Contact	Ongoing	Sign in Sheets
Parent Academy	Secondary Engagement Liaison	September 14, 2019: Boone HS November 2, 2019: Oak Ridge HS January 25, 2020: Edgewater HS March 28, 2020: Ocoee HS May 16, 2020: Winter Park HS	Pictures, Parent Registration, Flyers

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?</p> <p>How 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?</p>	<p>Liberty Middle is committed to involving parents in all aspects of Title I programs that occur both inside and outside of the school. Timely communication about Title I programs will be provided through the following:</p> <ul style="list-style-type: none"> <li>- Hosting the Title I Annual Meeting</li> <li>- Conducting monthly New Parent Orientation for parents new to the school to cover Title I programs.</li> </ul> <p>Teachers and other staff members will support parents' understanding of curriculum, forms, and assessments used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> <li>○ School compact</li> <li>○ Report Card Nights</li> <li>○ Progress Book</li> <li>○ Parent Conferences</li> <li>○ Connect Orange Messages</li> </ul>
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<p>How, if requested by parents, 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)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<ul style="list-style-type: none"> <li>○ And other school communication methods</li> </ul> <p>Parents will be included in the formulation of suggestions and decisions making through the following:</p> <ul style="list-style-type: none"> <li>- One-on-one meetings with the teacher and other support personnel.</li> <li>- Parent Surveys</li> <li>- Participation in the SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact</li> </ul> <p>If the schoolwide plan is not satisfactory to the parents feedback will be presented at the SAC meeting for discussion, review, and needed updates to the plan.</p>
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### Accessibility

<p><b>10. Does the plan include:</b></p> <p>A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>A description of 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?</p>	<p>Liberty Middle will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> <li>- Family Nights will be presented in multiple languages to service our ELL families.</li> <li>- Offer activities at multiple times throughout the day for parents and families to participate in during the morning, evening, and afternoon.</li> </ul> <p>We will share information through various best known practices in multiple languages; offer additional resources such as a translator in sign language; and accessibility for parent with disabilities.</p> <p>The following outlines some of those methods:</p> <ul style="list-style-type: none"> <li>- Home-to-school and school-to- home communication in English and/or other languages</li> <li>- Flyers</li> <li>- Newsletters</li> <li>- Connect Ed. messages</li> <li>- School Website</li> <li>- Email</li> <li>- Canvas</li> <li>- and other known best practices, as needed</li> </ul>
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### Discretionary Activities (optional)

<p><b>11. Does the plan include:</b> Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)</p>	<p>Liberty Middle School will utilize Title I, Part A funding for additional activities to support student achievement.</p> <p>Although not required, these activities support student achievement.</p> <p>Below is additional activities and tasks that Liberty Middle School will implement that are funded by Title I, Part A</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Maximizing parent engagement and participation in their children's education by arranging school meetings at a variety of times, or conducting teleconferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school.	Principal; Guidance Counselors	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom	Ongoing	Sign-in sheets; conference forms

### Barriers

<p><b>12. Does the plan include:</b> A description of the barriers that hindered</p>	<p>After reviewing the previous years' Parent and Family Engagement Plan, Liberty Middle School still faces the following barriers to parent and family engagement:</p>
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<p>participation by parents/families during the previous school year?</p> <p>A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116])?</p>	<ul style="list-style-type: none"> <li>Transportation</li> <li>Language</li> <li>Economically disadvantaged</li> </ul> <p>Below are the specific steps that Liberty Middle School will take to address barriers that existed in the previous year.</p>
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Parent participation from the economically disadvantaged population. Parents are unable to attend events due to work schedules and/or limited transportation.	Liberty Middle School will communicate to parents all of the opportunities that they have to become involved within the school. Meetings will be held at flexible times to accommodate those working parents. Food will be proved at some evening events in effort to increase participation.
Communication with ELL families was difficult for members of the faculty and staff. School members were not able to properly communicate academic and behavioral	Liberty Middle School will provide written communication in both English and Spanish. The school will also have translators available to assist teachers in making phone calls to parents and holding conferences.

### School-Parent Compact

<p><b>13. Does the plan include:</b></p> <p>As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student</p>	<p>A scanned copy with this document, of the School-Parent Compact and evidence of parent input in the development of the compact is included.</p>
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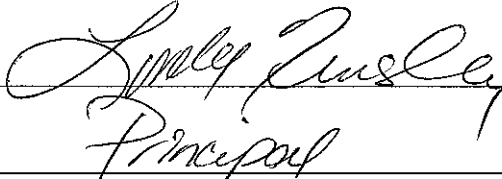
academic achievement?	
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### Adoption

The Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC and PTSA agendas, sign in sheets, and general meeting minutes; PFE Activities Tracking Form, and Parent Surveys. Evidence is scanned and attached to this document.

This policy was adopted by the school on 8/13/19 and will be in effect for the period of 2019-2020.

The school will distribute this policy to all parents of participating Title I, Part A children on or before 8/29/19.

Signature of Authorized Personnel	
Date	<u>8/13/19</u> Principal

Provide evidence that this policy has been developed with input from parents based on the review of the previous school year's Parent and Family Engagement Plan, if applicable. (*previously referred to as the Parent Involvement Plan – PIP*)

The following documents can be scanned with this document and submitted as evidence:

- Parent surveys of previous year's events and activities
- Any SAC and/or PTA artifacts with Title I/PFE topics on the agenda
- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form