

Mr. Schneider  
2017-2018

School District of Palm Beach County

# Title I Parent and Family Engagement Plan

Liberty Park Elementary School - 1871

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parental involvement program;
- Be written in parent friendly language;
- Inspire stakeholders to be involved and supportive of the program; and
- Be different from your school mission statement.

Mission Statement
<p>Liberty Park parent and family engagement mission are to empower parents and families to always support their children's cognitive and social-emotional development from birth to the workforce and/or college. We will accomplish this by partnerships through support and literacy training.</p> <p>Family engagement is designed to</p> <ul style="list-style-type: none"><li>• Inform parents about Title I</li><li>• Involve parents in school decisions by joining SAC/PTO</li><li>• Offer parental training on ways to raise students achievement at home</li><li>• Encourage active participation in the child(ren)’s schools and education</li></ul>

## Evaluation of 2016-2017 Parent Capacity Building Trainings

Using your parent training reflections, parent evaluations, and the Title I Family Involvement Survey results, evaluate the parent trainings provided during the 2016-2017 school year.

### Parent Capacity Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Parent University	40	<ul style="list-style-type: none"><li>• Empowering Parents in teaching then new ways to help their children academically and socially</li></ul>	<ul style="list-style-type: none"><li>• Increases participants</li></ul>	<ul style="list-style-type: none"><li>• parent involvement</li><li>• increases parents knowledge on educational strategies and resources</li></ul>

### Parent Capacity Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
FSA Parent Night	70	<ul style="list-style-type: none"><li>• Parents learn about how to help their child prepare for the FSA assessment</li><li>• Technology components taught and resources included</li></ul>	<ul style="list-style-type: none"><li>• technology (computers) and headphones</li><li>• More participants</li><li>• More teacher participation</li></ul>	<ul style="list-style-type: none"><li>• Increased knowledge and understanding about how to help their child succeed on assessment as well as school and life.</li></ul>

### Parent Capacity Training #3

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Parent Workshop - Each grade level created hands-on stations to teach the parents standards based activities	70	<ul style="list-style-type: none"><li>• Parents learn standard based activities</li><li>• Interaction with family and school</li></ul>	<ul style="list-style-type: none"><li>• Increased parent participation</li></ul>	<ul style="list-style-type: none"><li>• Parent and school connection</li><li>• Built capacity for parents to help their children</li></ul>

## Evaluation of 2016-2017 Parent Engagement Staff Trainings

Using your staff training reflections, teacher evaluations, and feedback to teachers on implementation of strategies taught in staff trainings, evaluate the staff trainings provided during the 2016-2017 school year.

### Staff Training #1

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Linking Family Engagement to Learning	All instructional staff 80	<ul style="list-style-type: none"><li>Through the self directed learning (videos, articles and feedback form) teachers had the opportunity to gain new knowledge at their own pace.</li></ul>	<ul style="list-style-type: none"><li>Create scheduled time for teachers to meet with parent periodically throughout the year.</li></ul>	<ul style="list-style-type: none"><li>Teachers appreciated the elearning for a change.</li><li>Teachers shared thoughts and ideas about how to get parent involved and the importance of these relationships.</li></ul>

### Staff Training #2

Name and Brief Description	Number of Participants	Strengths	Opportunities for Improvement	Outcomes
Staff Training for Parent Engagement: Correlations, Practices, Strategies and Technology	All Instructional staff 80	<ul style="list-style-type: none"><li>Current Staff Practices shared (from previous training)</li><li>Social Media strategies shared and benefits</li></ul>	<ul style="list-style-type: none"><li>Create a scheduled lab time where teachers can work with experienced staff to create class facebook pages, Twitter, dojo, etc.</li></ul>	<ul style="list-style-type: none"><li>As a result of the training several teachers have joined social media platforms to engage parents and increase communication</li></ul>

## 2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will engage stakeholders in the planning, review and implementation of Title I programs. Include decisions regarding how funds for parent and family engagement will be used.

Brief Narrative	
List the name and title for each group member responsible for the development of the Parent and Family Engagement Plan and School-Parent Compact.	
Erica Henn- Assistant Principal; Joseph Schneider Principal; Darline Felix- Parent Liaison; Yulissa Urena- ELL Guidance; Kim Davenport PTO President, Michelle Dunn Parent, Tami Bleacher- Parent; Barbara Bridgett- Teacher; Lyn Emery- Teacher; Terri Visoso- Teacher; Mrs. COUNES- Parent; Mrs. Milhome- Parent; Business Partner- Cam from Kona Ice	
What are the procedures for selecting members of the group?	
The procedures for selecting members of the group that participated in the development of the Parent and Family Engagement Plan included multiple types of communication. Informational flyers and invitations were sent to parents inviting them to participate in brainstorming and creating the Parent and Family Engagement Plan. Additionally, information about the meeting was posted on the marquee and a call out was done inviting parents to attend. The group was made up of parents, teachers, staff and a business partner.	
How will input from stakeholders be documented?	
Input was documented through minutes.	
How will stakeholders be involved in developing the plan?	
Stakeholders were able to review the current documents and share their thoughts and ideas during the meeting to revise it for the next school year.	
How will Title I parent and family engagement funds be used?	

Title I Parent and Family Engagement Funds will be used to purchase paper, ink and materials to communicate with and engage parents.

## 2017-2018 Parent and Family Engagement Staff Trainings

Describe the professional development trainings you will provide to build the capacity of teachers and other support personnel to effectively communicate and work with parents as equal partners in order to connect learning in the classroom to learning at home.

### Staff Training #1 (First Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)
Building Strong Connections through Communication	August	E.Henn Leadership Team Felix	Through this training we will help teachers understand the importance of the home school connection. We will set the expectation for Parent and Family Engagement for the school year.

### Staff Training #2 (Second Semester)

Name and Brief Description	Month training will be held	Responsible Person(s)	Anticipated Impact of Staff Development (Include explanation on why this training is needed)
Goal Setting with Parents- Data Chats & Strategies	January	E.Henn Leadership Team Felix	Through this training we will help teachers further build the home school connection. We will study and discuss strategies to further engage and involve parents. We will help teachers understand how to work through data chats and goal setting with parents. With this training teachers will better help parents understand the strategies they can implement to help their children reach their goals.



## 2017-2018 Title I Annual Parent Meeting

Families are invited to attend the Title I Annual Meeting to learn about the school's Title I programs and requirements. Describe the tasks the school will take to conduct an effective Annual Meeting. The meeting should be designed to inform parents about:

- What it means to be a Title I School;
- The school's Title I School-wide Plan;
- Parent and Family Engagement (plan), including the School-Parent Compact;
- Special programs such as Migrant Education and McKinney Vento;
- Parents' Right to Know; and
- Other opportunities for parents.

Brief Narrative
<b>What is the date and time of the Annual Meeting?</b>
October 4, 2017 @ 5:00
<b>How will you notify teachers, parents and community of the Annual Meeting? Be specific (via EdLine, marquee, call-out, newsletter, invitation, etc.).</b>
This meeting will be advertised on the marquee, through a flyer, as well as facebook and a call out.
<b>What resources do you plan to prepare for stakeholders?</b>
Parent Compact, Parents' Right to Know, other school information, invitation, sign-in sheets, presentation handout, evaluations
<b>What materials/supplies are needed for the Annual Meeting?</b>
Powerpoint, handouts, sign-in sheets, evaluations, chart paper, pens, markers Invitation, sign-in sheets, presentation handout, evaluations
<b>How do you plan to reflect on the effectiveness of the Annual Meeting?</b>
Reflection/Feedback Form. The feedback given from the reflection form will be discussed at the SIP planning meetings, with the leadership team and through future SAC meetings.
Note: You must provide evidence of the implementation of the Annual Meeting. (Invitation, agenda, sign-in sheets, minutes and verification)



## 2017-2018 Parent Capacity Building Trainings

Describe the trainings you will offer parents that will build their capacity to support learning at home to improve student academic achievement. Parent trainings must focus on specific teaching and learning strategies that parents and families can use at home to help their child. Evidences that will be submitted through eBox include the invitation, agenda, sign-in sheets, handouts, evidence of parent and family interaction, evaluations, and reflection.

### Parent Capacity Training # 1 (First Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
Parent University - Through monthly Parent University trainings, parents will learn skills and strategies to help their child succeed in school. This includes but is not limited to homework help, training on the standards, and more. Community resources will also present at the training including Positive Parenting and The Palm Beach County Library System.	<ul style="list-style-type: none"> <li>Parent Involvement increases parent knowledge on educational strategies and resources</li> </ul>	Monthly - Aug-May	Urena and Felix	<ul style="list-style-type: none"> <li>Handouts, flyers, index cards, markers, ink</li> </ul>

### Parent Capacity Training # 2 (Second Trimester/Semester)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
FSA Parent Night - Through the FSA Parent Night training, parents will learn the standards that are assessed, the types of questions that their children will see, date and times of assessments and skills and strategies to help them be successful.	<ul style="list-style-type: none"> <li>Parents learn about how to help their child prepare for the FSA assessment</li> <li>Technology components taught and resources included</li> </ul>	February 7, 2018	E. Henn Leadership Team	<ul style="list-style-type: none"> <li>Handouts, flyers, index cards, markers, ink</li> </ul>

### Parent Capacity Training # 3 (Third Trimester – required for elementary schools, optional for secondary schools)

Name and Brief Description	Expected Learning Outcomes	Date of Training	Responsible Person(s)	Resources and Materials
----------------------------	----------------------------	------------------	-----------------------	-------------------------

Parent Workshop - Each grade level will create hands-on stations to teach the parents standards based activities	<ul style="list-style-type: none"> <li>• Parents learn standard based activities</li> <li>• Interaction with family and school</li> </ul>	March 7, 2018	E. Henn Leadership Team	<ul style="list-style-type: none"> <li>• Handouts, flyers, index cards, markers, ink</li> </ul>
--	---	---------------	-------------------------	---

## 2017-2018 Coordination and Integration

Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities by identifying the three (3) most relevant agencies/organizations that tremendously **support your school's parent and family engagement goal** (for example: Literacy Coalition, Multicultural Department, ESE Department, Migrant Education, Publix, Boynton Beach Fire Department).

### Partnership # 1

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Palm Beach County Library System	Partnership with the Library to help families and parents understand the importance of reading. Additionally, parents will understand how to access free books and resources.	The library will visit, set up a table and speak to parents about signing up for library cards.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed

### Partnership # 2

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
Publix	Partnership with Publix will provide various activities throughout the year. These activities include donations of food for our Parent University and Student reward programs, Mother's Day cakes and more.	Publix has generously agreed to donate goods for our Parent Trainings and Student Rewards.	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

### Partnership # 3

Name of Agency	Brief Description of Partnership	Evidence of Partnership	Frequency
----------------	----------------------------------	-------------------------	-----------

City of Greenacres	Through the Partnership with the City of Greenacres, the school will build a lasting relationship with the City of Greenacres. The Mayor will attend school events supporting the local school and the agency will provide volunteer support periodically throughout the year. Career Day and trips to local Fire Rescue and Police included.	-Mayor Visits -Volunteers -Community Events -Field trips to police and fire -Career Day participation	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed
--------------------	---	---	--

## 2017-2018 Communication

After reflecting on your 2016-2017 Title I Family Involvement Survey results, describe the process that your school will use to provide timely and easy to understand updates to parents and families on Title I programs, curriculum, assessments and student progress/proficiency level information. Evidences that may be uploaded in eBox include agendas, sign-in sheets, minutes, evaluations, Edline screenshots, newsletters, translated letters, marquee photos, emails, text print-outs, phone call-out transmissions/scripts, and social media snapshots.

Key Points of Communication		
Describe how school will inform parents about timely information about the Title I programs.	List frequency and timeline	How will school ensure information was shared?
The School will inform parents about Title I programs in a timely manner through flyers, call outs, the marquee and social media. Additionally we will inform parents about Title I programs through the Annual Meeting, our newsletter, parent conferences and parent trainings. Tutorial information will be shared through parent meetings, parent conferences and through flyers.	As needed	Call Logs Printed Flyers Social Media Threads
Describe how school will inform parents about curriculum at the school, forms of academic assessment used to measure student progress, and proficiency levels students are expected to meet.	List frequency and timeline	How will school ensure information was shared?
The school will inform parents about the curriculum at the school, forms of assessment used to measure student progress and proficiency levels through Curriculum Night, FSA Parent Night and Parent Conferences.	Curriculum Night- 2X FSA Night- 1x Parent Workshop- 1X Parent conferences- 2x per year	Flyers, Handouts, Sign in, conference notes
Describe how school will inform parents about opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.	List frequency and timeline	How will school ensure information was shared?

<p>The school will inform parents about opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children through monthly SAC meetings, Parent University and parent conferences. Additionally, parents will inform parents about opportunities through open house, report card night and data chats.</p>	<p>SAC- Monthly Parent University- Monthly Parent Conferences- 2x per year</p>	<p>Flyers, Handouts, Sign in, conference notes</p>
--	--	--

## 2017-2018 Accessibility

It is important to address barriers that hinder parents' and families' participation in activities. After considering your 2016-2017 Title I Family Involvement Survey results and information gathered at your parent input meetings, describe how your school will provide opportunities for participation in all activities. Evidences that may be uploaded in eBox include translated letters, agendas, sign-in sheets, flyers, child care rosters, transportation logs, CLF/sign language facilitator timesheets, and parent evaluations.

Brief Narrative
<b>Parents and families with limited English proficiency</b>
LPES will provide opportunities for parents and families with limited English proficiency by ensuring a CLF is present for all meeting and conferences when necessary. Additionally, letters and correspondences will be translated and sent home in the parent's' native language. Finally, callouts will be sent in the native language as well.
<b>Parents and families with disabilities (i.e. Hearing impaired parent may need sign language support)</b>
LPES will provide opportunities for Parents and families with disabilities by working with the ESE department and other staff members to provide access and support to these families.
<b>Parents and families engaged in migratory work</b>
LPES will provide opportunities for Parents and families engaged in migratory work will work with the Migrant Department to help families make connections to support and resources available. The guidance department works with the district to provide migrant families with clothing, supplies and other resources. Migrant families are given priority for tutorial services.
<b>Parents and families experiencing homelessness</b>
LPES will provide opportunities for Parents and families experiencing homelessness by connecting families to the McKinney Vento program to access support and resources. The guidance department works with the district to provide homeless families with clothing, supplies and other resources. Homeless families are given priority for tutorial services. The school works diligently through the guidance department as well as Rti to ensure that our families feel welcomed, included and informed by providing a support network for both the children and families.

## Other Activities (Optional)

List other activities that are planned to strengthen parent and family engagement at your school.

### Activity # 1

Name of Activity	Brief Description	Frequency
Literacy Night	Parents, families and students join us for a night filled with literacy activities. Resources and agencies will be present to provide support to our families including the Sheriff's Office, The PBC Library, Kona Ice, Scholastic Books and more.	<input checked="" type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

### Activity # 2

Name of Activity	Brief Description	Frequency
Fall Festival	Parents, Families, Staff and students join us for a night of fall fun. Prizes, games, raffles, and more encourage a strong partnership between school and home.	<input checked="" type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

### Activity # 3

Name of Activity	Brief Description	Frequency
Parent Computer Resource Classes	Through the Parent Resource Classes parents and family members participate in a classroom type setting to learn about the technology available to help their children.	<input type="checkbox"/> One-time <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As needed

## Uploads

Please prepare evidences below. Directions on how these documents will be collected is forthcoming.

- Evidence of Parent Involvement in the Development of the School Parent and Family Engagement Plan (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Parent-School Compact (Final in all languages)

## Resources

Support resources are available on the Title I SharePoint site under the Resource tile. Go to Annual Requirements/Parent and Family Engagement Plan. In this folder you will have access to editable documents to support the development of your school's Parent and Family Engagement Plan.

- Parent Input Meeting Invitation
- Parent Input Meeting Agenda
- Parent Input Meeting Sign-in Sheets
- Parent Input Meeting Evaluation
- Parent Input Meeting PowerPoint
- Parent Input Meeting Recording Template
- Parent Input Meeting Minutes Checklist
- Parent and Family Engagement Plan Template
- Recording of Technical Assistance Chat held April 6<sup>th</sup>
- Principal Assurance of Compliance Item KIA-1