

LIBERTY MIDDLE Title I, Part A Parental Involvement Plan

I, Dr. James Russo, 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 school wide 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)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Liberty Middle School is established as "a place of learning for all" and to ensure that learning occurs, parental involvement is essential. Parental involvement supports student achievement and encourages continued involvement in activities that take place both inside and outside of the school.

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: Liberty Middle School is committed to involving parents in all aspects of Title I programs that occur both inside and outside of the school. The School Advisory Council 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 and the Parental Involvement Plan. Parents are provided with the opportunities to voice their ideas and opinions regarding the plans and are involved with the development and completion of school surveys. The results from these surveys are used for the final development and review of the School Improvement Plan and Parental Involvement Plan. SAC meets on a monthly basis to update the SIP and PIP as well as determine how the use of funds would be most beneficial within the school.

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	ESE; IDEA; Individuals with Disabilities Act	Supplemental instructional support will be discussed with parents during the development or review of the students IEP.
2	Title II	Professional development will be provided to support the professional development needs of the staff as related to parental involvement.
3	Title III	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; Tutoring

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 (school wide 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	Development of flyers for Annual Meeting	Parent Liaison	Sept. 18, 2014	Copy of flyer
2	Development of agenda, handouts, power point presentation for Annual Meeting	Parent Liaison	Sept. 22, 2014	Copies of agenda, handout, power point presentation
3	Development of Sign In Sheets for Annual Meeting	Parent Liaison	Sept. 23, 2014	Sign In Sheets from Annual Meeting
4	Additional Publicity for Annual Meeting	Parent Liaison	Sept. 25 & 29, 2014	Connect ED posting
5	Annual Meeting Documentation	Parent Liaison	Sept. 30,	Documentation will be shared

			2014	with Title I office for monitoring purposes.
6	Conduct Annual Meeting	Principal	Sept. 30, 2014	Sign in sheets, agenda

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: The administration, faculty, and staff at Liberty Middle School recognize the importance of strong parental involvement 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.

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	Awards Night	Reading Coach/Guidance	Parent will have the opportunity to celebrate their children's academic achievements	May 29, 2015	Program
2	Parent University Night	CRT	Parents will be provided information on learning strategies to help their children at home; they will also be given information on Progress Book & Edmodo to assist them in tracking their children's work.	November 18, 2014	Sign in sheets, handouts, agendas
3	Report Card Night	Principal	Parents will be able to immediately schedule 5 minute conferences with teachers that night.	January 22, 2015	Sign in sheets
4	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	November 4, 2014; February 4, 2015	Sign In Sheet, Handouts

			home.		
5	Counseling Services	SSHS; SAFE	Parents will be provided with information regarding counseling services, bullying.	November 11, 2014	Sign In Sheet, Handouts
6	Cyber safety Training	SRO	Parents will be provided with information regarding cyber safety and tips for monitoring students on the internet.	November 11, 2014	Sign In Sheet, Power Point
7	Fine Arts Festivals	Fine Arts Teachers	Parents will have the opportunity to listen to and view the work of their children who participate in the fine arts programs.	Oct 16, 2014; Dec 12, 17, 19, 2014; April 10, 11, 2015; May 29, 30, 2015	Sign In Sheet, Handouts
8	Literacy/FSA 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 11, 2015	Sign In Sheets, Agenda, Handouts, Evaluations
9	Assessments discussed during individual conferences	Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the year.	January 22, 2015	Conference Sheets
10	FSA standards	CRT	Parents will be able to access information regarding the standards and strategies they can use at home on the school website.	November 18, 2014	Website information; School newsletter

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	OCPS PI training Module 1	Parent Liaison	Teachers will be provided with a training module to take back to schools in an effort to improve the ability of staff to work effectively with parents.	October 13, 2014	PowerPoint; exit slips
2	OCPS PI training Module 2	Parent Liaison	Teachers will be provided with a training module to take back to schools in an effort to improve the ability of staff to work effectively with parents	January 15, 2015	PowerPoint; exit slips
3	OCPS PI training Module 3	Parent Liaison	Teachers will be provided with a training module to take back to schools in an effort to improve the ability of staff to work effectively with parents.	March 9, 2015	PowerPoint; exit slips

4	OCPS PI training Module 4	Parent Liaison	Teachers will be provided with a training module to take back to schools in an effort to improve the ability of staff to work effectively with parents.	May 18, 2015	PowerPoint; exit slips
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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: 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.

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 school wide 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: 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 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.

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: The information regarding the dissemination of the Parental Involvement Plan will be provided to parents in both English and Spanish. Upon request, parents will be able to view the PIP in its entirety in either language at the school. These plans will also be available for parents to view on the school website.

All written communication that is sent home to parents will be in both English and Spanish. Connect Orange messages will be recorded in English and then translated into Spanish for those families requiring assistance. At the school, translators are available to assist in communication with the parents. Translations can be done in Spanish, French, and Haitian Creole if necessary.

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	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Parents will receive literacy training and strategies during Literacy Nights which will be held at Liberty Middle School. Parents will be able to take this information home and support students in their reading successes at home.	Reading Coach	Parents will be able to assist students with reading strategies while in the home.	November 18, 2014; March 11, 2015
2	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	Transportation and meeting times are limiting factors when scheduling conferences. Parents have the opportunity to request a phone conference with teachers and guidance counselors so that they can receive the necessary information regarding their child's academic and behavioral progress.	Guidance; Teachers; school social worker	Conferences provide parents with important information regarding academic and behavioral progress. Communication with parents will support student achievement within the classroom.	January 22, 2015

	conferences at school [Section 1118(e)(10)];				
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e) (13)].	Liberty Middle School has partnered with the community Lowe's to develop a garden that will be maintained by students throughout the school year. Parents and community members will be invited to a Farmers Market during the school year to support the project.	AP, PIE coordinator	This activity provides parents & students the opportunity to come together for breakfast & prayer as students get ready for the FCAT.	March 8 or 15, 2015 (TBD)

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](#)

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](#)

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous 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	Literacy Night	1	50	Content specific stations will be provided for parents and students. Information will include reading strategies that can be used at home, fluency practices, and information about retrieving a library
2	Fine Arts Festival	9	700	Parents will have the opportunity to listen to and view the work of their children who participate in the fine arts programs at Liberty Middle School.
3	Cyber Safety Training	1	50	Parents will be provided with information regarding cyber safety and tips for monitoring students on the internet.
4	AVID Night	2	150	Parents will be provided with information regarding various AVID strategies, the responsibilities of AVID students, and how parents can provide support at home.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous 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	OCPS PI training module 1	1	80	Faculty will complete the four OCPS training modules in an effort to improve the ability of staff to work effectively with parents.
2	OCPS PI training module 2	1	80	Faculty will complete the four OCPS training modules in an effort to improve the ability of staff to work effectively with parents.
3	OCPS PI training module 3	1	80	Faculty will complete the four OCPS training modules in an effort to improve the ability of staff to work effectively with parents.
4	OCPS PI training module 4	1	80	Faculty will complete the four OCPS training modules in an effort to improve the ability of staff to work effectively with parents.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the current 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	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 provided at evening events in an effort to increase participation.
2	Communication with ELL families was difficult for members of the faculty and staff. School members were not able to properly communicate academic and behavioral issues due to the language barrier.	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

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous 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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