



2019- 2020

**Parent and Family Engagement Plan**  
**Williston Elementary School**  
**LEA: Levy County Public Schools**

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 in Title I, Part A in decisions about how Title I Part A funds are spent;	Use the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the schools' parent and family engagement plan;
Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;	Provide each family with timely notice information regarding their to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
Jointly develop/revise plan with parents and make available to the local community;	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;
Involve parents and families in planning, reviewing, and improving schoolwide program plan;	Provide each family with an individualized student report about the performance of their child(ren) on the State assessments (ESEA Section 1116)

## Mission Statement

Our mission is to provide a safe and enriching environment, preparing all students for college and career readiness through quality instruction and collaboration with all stakeholders.

## Involvement of Families

List and describe how the school will involve stakeholders (families, community members, school staff) in an organized, ongoing, and timely manner, in the planning, implementation, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used and the creation of School Improvement Plans (SIP) and Comprehensive Needs Assessments (CNA) (ESSA Section 1116)

Williston Elementary School will ensure the organized, ongoing, and timely manner of involving parents through the following methods:

- Title I Annual Meeting - Parents will be informed about requirements of Title I, curriculum, assessments, school performance, and student expectations.
- SAC Meetings - First Tuesday night of every month.
- Parents are requested to participate in periodic surveys to suggest improvement in school functions and request informative workshop topics.
- Parent teacher semester conferences - Parents will be informed of their child's academic and behavioral progress.
- Use of social media and Remind communication system.

Williston Elementary School parents and families are involved in the planning, review and improvement of Title I programs, including involvement in the decision making of how funds for Title I will be used. They do this by:

### Attending

- SAC Meetings
- Annual Title I meeting
- Parent Teacher Conferences
- Title I Parent Survey

### Reviewing

- Schoolwide Improvement Plan
- Schoolwide Expenditure Plan
- School House Budget
- Parent and Family Engagement Plan
- Title One Budget

At the end of the school year, at the final District Advisory Council Meeting, the Title I Coordinator provides time for parents/families to provide input on the review and improvement of the schools Title I programs to including providing input on the next school year School Improvement Plan, Parent and Family Engagement Plan, and the

## School-Parent-Student-Compact Form.

### Coordination and Integration with Other Federal Programs

How will the school coordinate and integrate parent and family engagement programs and activities?  
How will the school coordinate and integrate parent and family activities that teach families how to help their child(ren) at home? (ESSA Section 1116)

Williston Elementary School will coordinate and integrate parent and family engagement programs and activities through various means, as well as:

- Family Nights
  - August - Open House, Title 1 Annual meeting, Meet the Teacher
  - September - Parent Teacher Conferences Week
  - October - STEAM night, focus on grade level STEAM projects to share with families
  - November - Fall Festival
  - January - Parent Teacher Conferences Week
  - February - Literacy Night/Black History Night

Program	Coordination
Title I, Part A	Administrators and the Title I Coordinator will coordinate to provide opportunities for parent involvement at home, school and in the community. Professional development will be provided to teachers on effective parental involvement practices.
	Title I, Part A: Services are provided to ensure students requiring additional remediation are assisted through in-school tutoring programs. The school ensures that the use of Title I, Part A funds are used in school-wide programs for the benefit of all students and subgroups. The school uses the Comprehensive Needs Assessment process in the spring to determine the needs and budget for the upcoming year. Once Florida Standards Assessment scores are released, the administration and staff review the decisions made in the spring to determine what changes, if any, need to be made to assist students' academic levels.
Title I, Part C	A migrant liaison provides services and support to students and parents. The liaison coordinates with Title I, district, school administration and other programs to ensure student needs are met.
Title III	Supports ESOL teachers to support English Language Learners (ELLs) in the classroom

	<p>setting as needed. Teachers participate in ESOL professional development.</p> <p>Services are provided through the district for education materials and ELL district support services to improve the education of immigrant and English Language Learners. An ESOL paraprofessional is provided once the school has reached 15 ESOL/LY students. The district provides tutoring for ELL students once a week while their parents access use of the Rosetta Stone Program to acquire English skills.</p>
Title IX	<p>McKinney Vento Program provides support to our homeless students. Our homeless students receive support for housing, curriculum and tutoring.</p> <p>The district homeless liaison and social worker provides resources (clothing, school supplies, social service referrals) for students identified as homeless under the McKinney-Vento Act, to eliminate barriers for a free and appropriate education. Our school social worker provides transportation and collaborates with local social services to provide support.</p>
Violence Prevention Programs	<p>Our Pre K Teachers, Pre K Coordinator and administrators work together to coordinate a parent orientation and student transition program for students entering the regular public school program. IDEA funds support all students with disabilities (SWD) through the use of supplemental curriculum and manipulatives and provide professional development for school personnel that provide services to SWD.</p> <p>The Levy County Sheriffs Office provides a Safe and Drug Free school unit. We have a bullying prevention program and a curriculum that addresses character education and conflict resolution. CDS also provides a full time counselor to meet with each class once a week implementing a program called, "Too Good for Drugs, Too Good for Violence". Our school is a PBS school, focusing on rewards for positive behaviors.</p>
Nutrition Programs	<p>Every classroom teacher provides at least five hours of documented nutrition instruction.</p>
Career and Technical Education	<p>Various careers are shared and demonstrated for students through a "Career Day" sponsored by the guidance counselor and special area team. Guest speakers are also brought in throughout the year to speak to the children on curriculum related topics. Students are also provided a CTE course in keyboarding to help hone their skills in this area and obtain certification.</p>

### Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct the annual meeting in order to inform parents and families of participating children about the school's Title I Program.  
A description of the nature of the school-wide Title I Program.  
A description of how the meeting will cover the rights of parents  
A description of how the Florida School Grades are calculated and the 2019 School Grade achieved by the school.

Williston Elementary School will host an annual Title I Parent meeting to inform parents and families of children

participating in Title I programs at the beginning of the school year.

Parents and families were notified of the meeting by:

- Develop Invitations/Phone home message through Remind Text and Skyward Family, Social Media, and School Website - Administration provides survey for parents to verify if they received invitations and phone messages to help plan and notify them of the event. Effectiveness will be determined based on 80% of positive responses from survey participants.
- Annual Back to School Title I Parent Orientation - Sign-in Sheets
- Maintain documentation - Electronic folder used for monitoring
- Provide a list of parent involvement events on a parent calendar. Copies of calendars sent home to all students and updated on the electronic calendar posted on the website.

A description of the school-wide Title I Program is shared with parents at our Title I Annual Meeting by

- Teachers presented information via PowerPoint.
- Send PowerPoint of meeting home with every student in paper and electronic formats and posting the PowerPoint on the school website.

Below are the specific steps that Williston Elementary will take to conduct the Annual Title I Parent Meeting.

Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Jaime Handlin	Invitations uploaded to Title One Crate folder
Presentation materials developed	Emily Hancock	Presentation/ materials uploaded to Title One Crate folder
Presentation materials submitted to Title I coordinator for review	Jaime Handlin	Presentation/ materials time stamped when uploaded to Title One Crate folder
Conduct Title I meeting	Teachers	Rosters uploaded to Title One Crate folder

## Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meeting in the morning or evening?

1. Monthly SAC meetings will be held the first Tuesday of every month at 6 pm so that more parents are able to attend after work, held with Joyce Bullock Elementary and location rotates each month.
2. Due to parents having multiple children at multiple grade levels we will offer our meetings at different times to ensure our parents can attend the teacher meeting following the annual meeting.

3. Family nights will be held at school on different dates and/or times to allow parents to participate based on their schedule. Two flexible meetings will be held to give parents and students the opportunity to make and take resources to use at home.

4. Conference Weeks and Extended Conference Night - Parents have a two week window to schedule their Parent/Teacher conference and two late night to accommodate late work schedules.

### Building Capacity

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)?

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher/Open House/Title 1 meeting	All Staff	Students and families are invited to meet the teacher and engage in meeting to discuss expectations for the new year and what it means to be a Title One School. The goals of the activity is to increase student proficiency and learning gains in ELA and Math by 10%.	August 2019	Invitation/roster/content material uploaded to Title One Crate folder
Parent Teacher Conference week	All classroom teachers, MTSS coordinator, Reading Coach, Guidance Counselor, Administration.	Teachers will meet with families to discuss progress and get parent input. In addition, the Cooperative Compact is discussed and signed by parents. The goals of the activity is to increase student proficiency	Sept. 2019 Jan. 2020	Invitation/roster/content material uploaded to Title One Crate folder

		and learning gains in ELA and Math by 10%.		
STEAM Nights	All classroom teachers and Emily Hancock & Jaime Handlin	Parents and community members are invited into the school two evenings a year. Students present their most recent STEAM activities and take opportunities to teach their parents about their new learning. The goals of the activity is to increase student proficiency and learning gains in ELA and Math by 10%.	October 10, 2019	Invitation/roster/content material uploaded to Title One Crate folder
Literacy/Black History Night	All classroom teachers, Art teacher, Emily Hancock, Jaime Handlin	Parents and community members are invited into the school to witness what our students are accomplishing in the classroom. To build parent and community relationships. The goals of the activity is to increase student proficiency and learning gains in ELA in 10%.	February 2020	Invitation/roster/content material uploaded to Title One Crate folder
SAC Meeting	Emily Hancock, Jaime Handlin,	Parents, staff, and community members have the opportunity to collaborate to provide a safe and enriching environment. The goals of the activity is to increase student proficiency and	First Tuesday of each month	Invitation/roster/content material uploaded to Title One Crate folder

		learning gains in ELA and Math by 10%.		
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## Staff Development

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.

Activity/Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Teacher professional development on "How to hold effective parent conference"	Jaime Handlin	The goals of the activity is to increase student proficiency and learning gains in ELA and Math by 10% and increase parent participation in conferences.	September 9, 2019	Roster/content material uploaded to Title One Crate folder
Teacher professional development on "Culturally Sustaining Practices".	Jaime Handlin and Robin Lewy from the Rural Women's Health Project.	The goals of the activity is to increase student proficiency and learning gains in ELA and Math by 10%, especially with our subgroup population of Blacks and Hispanics.	September 30, 2019	Roster/content material uploaded to Title One Crate folder
Teacher book study on culturally sustaining practices.	Jaime Handlin and Ashley Hart	The goals of the activity is to increase student proficiency and learning gains in ELA and Math by 10%, especially with our subgroup population of Black.	January - May 2020	Roster/content material uploaded to Title One Crate folder



## Other Activities

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). (ESSA Section 1116)

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Resource Lab - parents are able to create resources to support learning at home	Open to all school staff	ongoing	Resource lab sign-in roster
Quarterly School Newsletter- important school information is provided in English and Spanish	Lead Team Members	ongoing	Sample newsletters
Public Relations (news articles and quarterly newsletter for newspaper) - important school events are documented and shared with the community	Kelley Hoover	ongoing	Newspaper articles
School Website- important school information is provided as well as important school events are documented and shared with the community	Jaime Handlin & Emily Hancock	ongoing	Number of participants visiting website
Social Media - important school information is provided as well as important school events are documented and shared with the community	Jaime Handlin & Emily Hancock	ongoing	Number of participants views
Remind 101 - important school information is provided as well as	All classroom teachers	ongoing	Number of participants using program

## Communication

How will the school provide timely information about the Title I programs?

How will the school 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?

How, if requested by parents, does the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How will the school ensure that the PFEIP, SIP, CAN and other documents are shared with community stakeholders?

1. Annual Title I Back to School Parent Orientation - Provides an opportunity to hear the principal describe and explain the Title I program, curriculum offered, types of assessments to monitor progress, grade level expectations and proficiency levels for the school grade. A detailed presentation on grade level standards and expectations, materials needed, sample test items, on-line resources, and ways for parents to help their children learn at home will also be provided.
2. Classroom Newsletters/Quarterly School-wide Newsletters- Provides an opportunity to describe the Title I Plan, announces parental activities, describes standards, provides questions to ask students about the benchmarks being taught, lists activities, gives timelines, assessment descriptions and describes ways parents can assist with student learning at home. A copy of each newsletter is on file in the front office.
3. School Web-site offers a convenient resource for parents of Title I provisions, schedules, school calendar, School Improvement Plan, Parent Engagement and Family Plan, Florida Standards, online resources for parents to help their children at home, assessment practice, and assessment dates. School website information includes: Florida Standards Parent Guide, ESOL information, FLDOE-Just For Parents, Open House/Title I presentation, Parent Community Guide, Parent Family Engagement Plan, MTSS - Multi Tiered System of Support, School Improvement Plan, Skyward Access, Student Supply List, Superintendent's Message and any current information that would be of interest to parents. The WES Lab Manager up-dates the site weekly.
4. Phone Home- Provides reminders of important events, opportunities for parent involvement, and information to look for coming home.
5. Planners for each child contain a school calendar, the student handbook for parents, academic information, planning, and a place to add pertinent information between school and home. Students write in the planners daily, parents sign each evening, and teachers check and respond to comments from parents daily.
6. Family nights will be held to communicate and educate parents on the grade level standard expectations, ways to help their students using mathematical strategies, reading, and science content for all grades.
7. Teachers will work with parents by holding student led data chats and conferences to explain their students progress.
8. The use of the school social media page and Remind 101 texting app will be used to notify parents of upcoming events and important information.
9. Parents receive written explanation of their students placement on ongoing progress monitoring three times a year and the annual FSA/FCAT reports. Additionally, any student performing below grade level in reading will receive monthly

updates on the interventions the student is receiving and their current assessment progress.

10. SAC meetings are held on a monthly basis where copies of student academic expectations, sample curriculum, and PBS information is shared. Parents are also provided opportunities to provide feedback on the PFEP and SIP during these meetings.

11. Parent surveys are administered for each parent activity held on campus and periodically throughout the year to obtain feedback and revise existing supports to meet parents needs.

## Accessibility

Describe how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

1. Interpreters are provided for speakers of other languages at parent involvement activities.
2. School information is distributed to parents in their native language.
3. Meetings and special accommodations are made available to parents with disabilities through our social worker, guidance counselor, ESOL paraprofessional and staff.
2. The school website is ADA compliant.

## Barriers

Describe identified barriers that hindered the participation by parents during the previous school year.


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 disable, have limited English proficiency, and parents/families of migratory children), (ESSA Section 1116)

Barriers (Including specific subgroup)	Step(s) to overcome barrier
Parental involvement is not representative of the community population.	<ul style="list-style-type: none"> <li>• Family Nights - literacy Night/Black history Night partnering with local African American business owners,</li> <li>• Bringing in a famous African American Artist to present to our student body and parents.</li> </ul>
Language barriers for our ESOL families at school events and school/home communications - both written and spoken.	<ul style="list-style-type: none"> <li>• Williston Elementary School will partner will Project STELLAR at UF to get assistance translating for parents and support for these families for all parent activities including parent/teacher conferences.</li> <li>• Event flyers and newsletters will be sent home in Spanish to make families feel included and</li> </ul>

- welcomed.
- ESOL Community Meetings - ESOL families are welcome to attend, ask questions on a variety of topics, and get help with translations.
- Professional Development on implementing ESOL strategies in the classroom.

### Adoption

The Parent and Family Engagement Plan have been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes.

Signature of Principal	
Date signed	8/30/19