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| **Mission Statement** | | |
| • How the parent and family engagement plan is a shared responsibility and will assist in providing high quality instruction for all learners? | Our mission is to provide rigorous instruction, guidance, and encouragement to empower students to be lifelong learners and responsible citizens. We foster a positive school climate, which respects and values diversity and nurtures everyone’s self-esteem. Maintaining high expectations, we commit to a system of support through collaboration with staff, students, parents, and community.  At JBE the Parent and Family Engagement Plan is a shared responsibility as we review the plan each year together, and brainstorm ways for school staff, parents, families, and community members to work together to provide the best education for JBE students. Feedback is acquired through monthly SAC meetings and parent surveys as well. At parent conferences, parents are asked to provide information as well as to how the school and the parent can better work together to achieve student goals. | |
| **Involvement of Parents** | | |
| • 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] | Joyce Bullock Elementary School involves parents, teachers, and community members in the planning and reviewing of the Title One program and school decision making. The members of the SAC are comprised of lead teachers, voluntary community members, and parents from a diverse range of ethnic and socioeconomic backgrounds. We strive to have more than 50% of our SAC members be non-employee representatives. Parents from each class are sent requests to join the SAC and special invitations are sent to those that teachers feel would be more willing to donate their time to the school. Invites are mailed to community members and organizations that work with our students before and after school as well.  The SAC meets six times a year, with review of the Title One programs at least 4 times a year. Parents who are not able to attend the meeting are notified of the opportunity to submit their input in Skyward email announcements, phone home messages, and school newsletter. JBE SAC meetings are held in conjunction with our sister school Williston Elementary to promote consistency and communication within our community. Parents who wish to attend District Advisory Council meetings and have transportation or childcare concerns will have childcare provided and travel reimbursed as necessary to ensure their participation. Parent surveys are reviewed annually by the SAC and changes to the program are made based on survey results. All SAC meeting agendas and minutes are used as documentation, as well as copies of all paper notification sent home to parents.  Parents were also offered training, provided by Kalee Wade from SBLC office, on how to be a school volunteer. | |
| **Coordination and Integration with Other Federal Programs** | | |
| • How the school will coordinate and integrate parent and family engagement programs and activities and family activities that teach parents how to help their children at home? [ESEA Section 1116] | **VPK**- Administrative team works with local preschools and school based VPK to offer professional development in academics and behavior management. Parents will be invited to attend trainings and Family Learning Nights as well. VPK parents are actively invited to participate in the decision making of the school and how to better the VPK program in the school. Students and parents are invited to attend sessions to better equip them in assisting with the academic and social development of their children. A Parent Workshop (once per month), specifically targeting Pre K parents will be held this school year as well with the help of FDLRS.  **(Title III)Rosetta Stone Tutoring Nights-** ESOL parents work with the ESOL paraprofessionals, Mrs. Savona and Ms. Sosa, in the Rosetta Stone Lab weekly during our tutoring months. Classroom teachers assist the students with homework at this time. Paras also assists with the District ESOL meetings in Williston, communicating with our ESOL parents regarding the meetings, agendas, locations, and answering questions that they might have. They also provide translations as needed and provide surveys in Spanish.  **Food for Kids**- The School Guidance Counselor, Social Worker, and Levy County Prevention Coalition will coordinate services with the Food4Kids Backpack Program of North Florida to provide meals for students and their siblings over the weekends and during extended breaks. Teachers and school staff will identify students who meet criteria as “chronically hungry” and parents are given the option to accept or decline these services.  **Family and Behavioral Health Services**- Administration, the School Counselor, and/or Social Worker will make referrals of families in crisis to our on-site CDS Counselor/Case Manager for free support**.** Teachers at Joyce Bullock Elementary have been trained to assist students in crisis through Trauma Informed Care. Through the Trauma Informed Care professional development teachers were trained on how to identify at-risk students, how to assist these students and who is available to provide services. Through the JBE PBIS initiative students requiring behavioral support are identified through problem-solving team meetings (PSTs). During these meetings data is collected and plans are made to provide students with tier 2 or tier 3 behavior support; building both school and parent relationships. | |
| **Annual Parent Meeting** | | |
| • A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program? (description of schoolwide program)  • 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? | 1. Develop agenda, handouts, and powerpoint presentation on required components needed for notification 2. Develop invitations/phone home message and disseminate to parents 3. Create sign in sheets per classroom 4. Maintain documentation 5. Send power point presentation of meeting home with every student | |
| **Flexible Parent Meetings** | | |
| • How will the school offer a flexible number of meetings, such as meetings in the morning or evening and provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement? [ESEA Section 1116] | Joyce Bullock Elementary School has worked with its parents to find a time most convenient for parents to attend meetings and increase parent involvement in the school. Monthly SAC meetings will be held the second Tuesday of the month at 6 p.m., as decided by SAC members at the first meeting. These monthly meetings focus on the school budget and how it is spent, the learning progress of students and things we can do to further succeed, and completing documents that support our school as a Title One school**. Coffee with the Principals** (beginning of the year) will also provide parents with the same opportunity to have input in school decisions.  Due to parents having multiple children in different grade levels, we will offer our annual meeting at different times. Our annual meeting, on August 8, with our Back to School Bash, at staggered times by grade level, will cover required topics for parents to know as being part of a Title One school, as well as RtI/MTSS, Free Breakfast/Lunch, and the Florida Standards. This information is also provided the following day at 9 a.m.  Family Nights will be held at school at different dates and/or times to allow the most parents to participate based on their schedule. Family nights will focus on ways parents can best help their child at home. Two flexible meetings, one in the morning and one in the evening, will be held in October and January following Diagnostic 1 and 2 to inform parents of how to use i-Ready so they can best help them at home and to teach parents about how to use Skyward to access their child's school information for attendance, discipline, and academics. Teachers will also be available on this night to discuss the grade level standards and expectations and answer parent questions. Parent conferences with teachers and RtI meetings will be held at the parents' convenience and worked around their schedule. One late evening until 7:30 is also offered in the fall and the spring. Parent participation in all meetings and events is vital therefore suggestions of alternative times, days, and methods to holding meetings will be taken under advisement and shared with the school advisory team and staff. All material covered at parent nights and at the annual title one meeting will be backpacked home to all those who did not attend. | |
| **Building Capacity (Parent Activities)** (May need to include in Activity Chart, if funding needed) | | |
| • How the school will implement activities that will build the capacity for meaningful parent/family involvement, relationships with the community ***to improve student achievement,*** provide ***materials and trainings*** to assist parents/families to ***work with their child(ren)***, and other reasonable support for parent/family engagement activities? [ESEA Section 1116] | **Back to School Bash (August 8)**- The school hosts an annual event every year prior to the start of the new school year; inviting families to come get acquainted with faculty and staff, as well as procedures, supplies needed, etc for the school/classroom. This will also be when we inform parents on their rights as a Title One school, Florida Standards, assessments, and grade level expectations. During this time, parents will meet with teachers following the meeting to get more specific information about the grade level and classroom. Parents will also receive the PFEP pamphlet and have an opportunity to receive the full copy of the PFEP. They will be acquainted with the student handbook and how information from the school will be disseminated throughout the year. Community Vendors are also at this event each year, exposing families and students to a variety of services that exist in our community and district  **Family Learning Night Open House** (Twice per year- once in the fall and once in the spring): Provide parents with activities, materials and supplies to help their child succeed in the current school year. Also, parents will become familiar with i-Ready including how to monitor student progress and assist their child. Parent knowledge and support in reading and math will help increase proficiency scores in grades K-2. Dates: September 6, 2018 and February 7, 2019. Staggered times will be provided for each grade level 5:00- Pre K, 5:30-2nd grade, 6:15-1st grade, 7:00-Kindergarten  **Parent Conference Week/Late Night Parent Conference Night** (Twice per year- Fall and Spring)- Parents will be provided with a hard copy of their students' data sheet that is reviewed with progress monitoring data, expectations, and goals for the year. Parental awareness of student progress will help parents to increase their child's achievement on grade level standards. Parent Conferences- Monitoring student progress using progress monitoring form is reviewed. Parents are asked how we can work together to better meet student needs. Parents are also given information on Florida Standards and given contact info for one-on-one questions concerning standards.  **Skyward Parent Sessions-** Parents will be provided with access to their parent Skyward account and taught how to navigate the system. This will keep parents aware of their child's progress on a daily basis and help reinforce skills not mastered at home. This is offered on the same nights as Family Learning Night Open Houses, as well as on a need basis. The front office has a parent center equipped with a computer for parent access to Skyward and other online resources.  **Mashed Potato Mile-**will be a family event, where each grade level has a “run” and families will be invited to watch/participate, and then a lunch will be provided by the café. Date/Time TBD..  **Parent Volunteer Training**-Parents were also offered training, provided by Kalee Wade from SBLC office, on how to be a school volunteer.  In addition to these activities, we will invite families to participate in Dads Bring Your Child to School Day, Donuts with Dads, Muffins with Moms, Grandparents Day, school musical programs, Student of the Month, and Fall Carnival. | |
| **Staff Development** (May need to include in Activity Chart, if funding needed) | | |
| • A description of the professional development activities the school will provide to educate the teachers, inst. 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] | (Include in Comprehensive School PD Plan)  **Parent Involvement and Communication** – In this section of our day we will have the instructional staff review the characteristics of positive family/parent engagement and communication and how we can achieve that as a school. Staff will have time to brainstorm with their peers and admin on what new strategies/revamped strategies they can put in place this year to improve their parent involvement and communication. Teachers will be given several opportunities throughout the school year to review communication strategies using various types of media; Facebook, Remind, and website.  **Attendance** – Teachers will participate in professional development focusing on the increasing overall student attendance. Teachers will record and maintain 3-day call logs, while be provided with training on constructive conversations with parents regarding their child’s attendance. The school will launch an attendance campaign with the support of the teacher called: #schooleveryday recognizing those students who are in regular attendance school-wide and in the classroom.  **Data Review and SIP Planning** – Principal, Assistant Principal, and Reading Coach will lead teachers (2 hr session) through how to pull recent i-ready data on Performance Matters/Unify. We will also discuss progress monitoring by grade level and subgroups in reading/writing, math, and science. Review diagnostic #3. Instructional grouping profile to begin considerations for intervention groups. We will use all of this information reflect on 18-19 SIP goal and to plan out SIP Goal, barriers, strategies for this school year. Incorporate phonics PD book – A Fresh Look at Phonics.  **Video and Danielson Rubric** – Danielson Rubric will be reviewed. Teachers will bring video of themselves teaching and will score -themselves/peer review.  **Spring Article Study**-Staff will read and discuss several articles on parent communication, value of parental involvement, and building relationships with families. | |
| **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)? [ESEA Section 1116] | Parents will be notified of the district resource lab at the Annual Title One meeting on August 8, 2018. There will be follow up reminders in the monthly school newsletter. Our school website and Facebook page will be kept up to date with school wide information, as well as district information for parent use. Each grade level will keep up to date websites for parental use. ESOL parents will be offered the use of the school computer lab to utilize Rosetta Stone to help build their English language skills. The administration, lead team, along with the assistance of the ESOL paraprofessionals will monitor the implementation and effectiveness of these activities. Effectiveness will be determined by an increase in JBES parents use of the resource lab and Rosetta Stone, the number of hits on the school website, and an increase in the proficiency levels of ELL students school-wide. Administration will monitor implementation of activities and administration will monitor website. In addition to these activities, we will invite families to participate in Dads Bring Your Child to School Day, Donuts with Dads, Muffins with Moms, Grandparents Day, school musical programs, Student of the Month, and Fall Carnival.  **JBU Mentors**- Students who struggle with academics and/or behaviors (or are signed up by parents) are referred by teachers and administration to this mentoring program that intervenes and sees students in the school setting. These mentors also stay in close contact with the families of students**.** | |
| **Communication** | | |
| • How the school will provide timely information about the Title I programs 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, 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)?  • How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them? [ESEA Section 1116] | On August 8, 2018, Joyce Bullock Elementary will hold its annual Title One meeting, with the Back to School Bash, to inform parents on their rights as a Title One school, Florida Standards, assessments, and grade level expectations. During this time, parents will meet with teachers following the meeting to get more specific information about the grade level and classroom. Parents will also receive the PFEP pamphlet and have an opportunity to receive the full copy of the PFEP. They will be acquainted with the student handbook and how information from the school will be disseminated throughout the year. Administration and teachers will have sign in sheets to document parent participation. All parents unable to attend will be provided all information in a packet that will be sent home with the child the next day. All documents sent home to parents will be translated for non-English speakers and a translator will be provided at the annual meeting. **Family Learning Night Open House** (Twice per year- once in the fall and once in the spring): Provide parents with activities, materials and supplies to help their child succeed in the current school year. Also, parents will become familiar with i-Ready including how to monitor student progress and assist their child. Parent knowledge and support in reading and math will help increase proficiency scores in grades K-2. Dates: September 6, 2018 and February 7, 2019. Staggered times will be provided for each grade level 5:00- Pre K, 5:30-2nd grade, 6:15-1st grade, 7:00-Kindergarten. Parents are informed of Title I programs and parent involvement activities through the Monthly School Newsletter, specific event flyers, School Website, Facebook announcements, Remind texts, and Skyward emails. School Advisory Council meetings are held six times a year with the topics for discussion and parent input requested and announced in all of the ways listed above. The school-wide PFEP plan is reviewed at this council meeting, and parent concerns and comments are noted in the minutes. “Coffee with the Principals” (quarterly) will also provide parents with additional opportunities to have input in school decisions. **Student Planners, Parent/Teacher Communication folders**- An emphasis on communication with parents about standards being taught and ways they can help their child at home. These materials, resources and information are directly related to academic growth and success in school, which will increase student achievement scores on district and state assessments; August 2018-June 2019. **School & Grade level websites and School Facebook**- Links are provided for homework help and assistance with standards; These materials, resources and information are directly related to academic growth and success in school, which will increase student achievement scores on district and state assessments. **Support for ELL Students and Parents –** In order to increase support for our ELL population JBE will provide Open House for our Spanish speaking parents in their native language. During our annual Open House parents will be given the option to attend grade level presentations in their child’s classroom presented in English or attend the grade level presentation presented in Spanish held in our media center. JBE will reach out local churches with large Hispanic congregations to disseminate information regarding parent trainings, school happenings, and other important information regarding the students of our schools. In order to increase parent communication we JBE will incorporate translated messages through phone calls and text messages to our ELL parents. | |
| **Accessibility** | | |
| • A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?  • 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? | The school PFEP will be summarized in a brochure and given to all parents. It will be translated into all languages that are needed for non-English speaking parents. All notices and meetings will be translated when needed for parents with limited English proficiency. Transportation and home visits will be provided for parents, when necessary, to ensure notification of information is provided and input by families is given. All facilities in which meetings or events will be held will be handicap accessible. Home visits will be made when necessary due to lack of transportation, daycare, illness, or disability. Alternative times for meetings will be provided . | |
| **Discretionary Activities (optional)** | | |
| • 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.) | Training parents to enhance the involvement of other parents- Open House Family Learning Nights meetings inform parents on school goals, achievements, and way of work. | |
| **Barriers** | | |
| • A description of the barriers that hindered 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 disabled, have limited English proficiency, and parents/families of migratory children)? [ESEA Section 1116] | Barrier | Steps to Overcome Barrier |
| 1. Meeting Times/Multiple Times | 1.For each PFEP event on campus, we will provide alternate times for parents to attend.  2. In order to provide multiple times, recordings of presentations can be used and frequently asked questions sheets can be presented to parents. |
| 2.Childcare | 1. For each PFEP event, we plan to recruit high school and community volunteers to help us provide childcare. (Minus Back to School Bash/Title 1 Meeting event due to the nature of this event)  2. Contact the WMHS and JBU to recruit volunteers for childcare. |