



2019- 2020

Parent and Family Engagement Plan

School Name: Williston Middle High 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

WMHS Mission Statement: Our mission at Williston Middle High School is to build character, advance knowledge, and prepare our students to be community, college, career and society ready.

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

- Emailed Invites through Skyward to attend monthly SAC Meetings and other parent events.
- Facebook posts inviting parents to attend events and meetings
- Remind messages about upcoming events and meetings
- Letters inviting parents to attend parent conferences/parent nights

Williston Middle High 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. The do this by:

Attending

- Annual Title 1 Meeting- 8/8/19 5-7pm
- Monthly SAC Meetings (Third Monday of each month)
- Parent Nights/Conference Nights (Once per semester)
- Reading, Math, and Scholarship Night (One night of each)

Reviewing

- School House Budget
- Schoolwide Improvement Plan

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

1. Parent Nights/Conference Nights- At least twice in a semester (including Reading, Math, and Scholarship Nights); How parents can help at home and hear about what is going on at school
2. District Parent Resource Lab – Provides parents with materials and resources to help their children at home.

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 II, Part A	Provide professional development to teacher and provide information to parents should a teacher be out of field.
Title III	Supports ESOL teachers to support English Language Learners (ELLs) in the classroom setting as needed. Teachers participate in ESOL professional development.
Title X	McKinney Vento Program provides support to our homeless students. Our homeless students receive support for housing, curriculum and tutoring.
IDEA (Part B Preschool and K-12)	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.

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 Middle High 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:

- Facebook Posts
- Remind Messages
- Website display

- Skyward Emails
- School marquee
- Posters hanging around town and front office of school

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

- Teachers
- Through a Google Slides Presentation

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

Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Cribbs and McGowan	Invitations uploaded to crate folder
Presentation materials developed	Slemp, Cribbs, Westfall	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Cribbs	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Slemp, Cribbs, Westfall	Rosters uploaded to crate folder

Flexible Parent Meetings

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

For Annual Title 1 Meeting-Flexible meeting time was posted on the flyer that was posted in the above named locations. It was offered the following morning, 8/9/19 at 10am. Parents were also given the flexibility to come anywhere between 5pm and 7pm the night of the Annual Title 1 Meeting.

For Monthly SAC Meetings- We offer an evening meeting time so more parents can attend, as this has been the response in recent surveys.

For Parent Nights/Conferences- Flexible conference times will be offered from parents that range from early afternoon into the evening. Materials and presentations from any parent nights will be available immediately following the evening.

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
Annual Title 1 Night	All Staff	Distribute information about school, teachers, courses- Building new relationships; Setting the school year up for success	August	Invitation/roster/content material uploaded to PFEP crate folder
Parent Conference Night	Admin/Guidance	Informing parents of student progress and performance and how they can help at home	Semester 1 and Semester 2	Invitation/roster/content material uploaded to PFEP crate folder
Reading and Math Nights	Admin/ELA/Math teachers	Homework help; How to help students at home to help them perform better in class and on assessments	1 Math night- Semester 1 1 Reading night- Semester 2	Invitation/roster/content material uploaded to PFEP crate folder
Scholarship Night(s)	Admin/Graduation Coach/Guidance	Helping students fill out scholarship info	At least one this year; Beginning of Semester 2	Invitation/roster/content material uploaded to PFEP crate folder
SAC/PTO Meetings	Admin/SAC Coordinator	Inviting parents in to meet and discuss decisions to improve school/student achievement	Monthly, 3rd Monday	Invitation/roster/content material uploaded to PFEP crate folder

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
Parent Involvement/Communication Training	Cribbs	Teachers learned the importance of positive parent communication. Students perform better when all involved parties are working together for a common goal.	August 2019, January 2020	roster/content material uploaded to PFEF crate folder
Parent Communication Logs	Cribbs/Teachers	Teachers log parent contact. Students perform better when all involved parties are working together for a common goal.	Daily/Weekly/Monthly	roster/content material uploaded to PFEF 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	Open to all school staff	ongoing	Resource lab sign-in roster
Award Ceremonies	Admin team/ School teams	Throughout the year	Invites, Photos of events

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 PFEF, SIP, CNA and other documents are shared with community stakeholders?

1. Phone home – Provides reminders of important events, and opportunities for parent involvement.
2. Planners(for MS students) – each child in the school receives a planner which contains 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.
3. Teachers will be holding monthly Devil Den Chats with students about their attendance, academics, and behavior. Students are to take home for a signature, documenting parent received information.
4. School website/Facebook offers a convenient resource for parents of Title 1 provisions, schedules, school calendar, SIP, PFEF, CNA, Florida Standards. Skyward Emails will be used to share out important documents like the SIP, PFEF, and CNA. A link will also be shared that has all of the standards students are being taught and assessed on.
5. Skyward Nights for parents who need help navigating (or signing up if they have not already) so they can stay informed about student progress, attendance and discipline.

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 those who are not proficient in English 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 paraeducator and staff.
4. The Rosetta Stone lab is made available for students to assist their parents in learning English upon request.
5. The ESOL paraeducator calls parents and translates/relays important information to guarantee effective communication with our parents. Mrs. Guido and Ms. Perez accommodate non-English speaking families by welcoming them to campus and helping them become acclimated.
6. Versions of the Florida Standards is available to all parents in their native language.

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

Barriers (including specific subgroup)	Step(s) to overcome barrier
Busy schedules of the school and the parents/students/families	Careful scheduling so to not overlap events, and to consolidate events to get the most out of having parents in attendance. Provide incentives for attendance.

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	X <i>Joshua Samp</i>
Date signed	8/30/19