



2019- 2020

## Parent and Family Engagement Plan

School Name: Joyce Bullock 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 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.

## 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)

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

- Annual Title I Parent Meeting- prior to school year (August 8, 2019)
- The SAC meets six times a year on the 2nd Tuesday of each month, with review of the Title I programs. Reminders are sent via backpack announcement, Remind messages, and Facebook post. The first meeting is advertised as the opportunity to provide input on how Title funds will be spent and creation of the SIP and CNA. Each meeting has an organized agenda and minutes are taken and approved by SAC at the following meeting.

Joyce Bullock Elementary 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

- 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 invited to commit to joining the SAC committee at the Title I Parent Meeting through a sign-up sheet.

### Reviewing

- Items that will be reviewed are provided in advance so that parents can review and give thorough feedback as needed prior to SAC meetings. This also gives parents the opportunity to provide feedback if they are unable to attend.

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 school's 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)

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

VPK- The 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.

(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.

Family and Behavioral Health Services- Administration, the School Counselor, and/or Social Worker will make referrals of families in crisis to our mental health counselor (Dr. Pratt). Teachers at Joyce Bullock Elementary have been trained in Youth Mental Health . 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.

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 provided to teachers on effective parental involvement practices.
Title II, Part A	Provide professional development to teachers 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.

Joyce Bullock Elementary 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:

- Remind message
- Facebook post
- End of year school newsletter

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

- Administration and teachers
- Google Slides Presentation
- Link shared via Facebook and Remind for those unable to attend

Below are the specific steps that (school name) will take to conduct the Annual Title I Parent Meeting.

Activity/ Task	Person Responsible	Evidence
Invitation sent home to parents (English & Spanish)	Melissa Lewis, Principal	Invitations uploaded to crate folder
Presentation materials developed	Melissa Lewis, Principal	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Melissa Lewis, Principal	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Melissa Lewis, Principal Amy Webber, Assistant Principal	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?

Evening meetings will be offered at alternate times during the day. For example, Title I presentation will be available during the Back to School Bash that takes place prior to the school year on August 8 from 4-6 and again on August 19 at 8 am.

## 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
Family Learning Night Open Houses provide each family the opportunity to visit their child's classroom and hear from the teacher of the upcoming skills, challenges, expectations, and other info to be prepared to help their child at home for the upcoming semester. Teachers provide tips through grade level websites, newsletters, and Remind messages.	Classroom Teachers, Administration	70% of K-2 students will be proficient on i-Ready Diagnostic 3.	August, January	Invitation/roster/content /parent survey material uploaded to PFEP crate folder
Skyward Parent Sessions- Parents will be provided with access to their parent Skyward account and	Administration	Reduction of ELA and math course failures	August, January	Skyward login log

<p>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.</p>				
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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
Parent Involvement PD: Culturally responsive practices to enhance parent communication	Admin, Reading Coach	70% of K-2 students will be proficient on i-Ready Diagnostic 3.	October	roster/content material uploaded to PFEP crate folder
Parent Involvement: Communicating expectations for i-Ready D3, 2nd semester, and promotion	Admin, Reading Coach	70% of K-2 students will be proficient on i-Ready Diagnostic 3.	January	roster/content material uploaded to PFEP 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
<p>Parent Conference Nights- 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.</p>	All Staff	Two designated times are offered, however, teachers are always available to meet with parents.	Parent survey, sample conference forms uploaded to crate
<p>We will invite families to participate in Dads Bring Your Child to School Day, Donuts with Dads, Muffins with Moms, Mashed Potato Mile, Character Dance, Valentine Dance, Grandparents Day, school musical programs, Student of the Month, and Fall Carnival.</p>	All staff	Ongoing	Sign-in rosters

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

PFEP Brochure  
Title I Parent Meeting Presentation  
Monthly SAC meetings  
Documents shared via Skyward messenger, Remind, school calendar and Facebook

## 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.

The school will provide pertinent information through Remind messages, facebook site, newsletters, as well as the staff and student calendar. Documents and information will be provided in other languages as needed.

## 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
Parent participation in SAC Meetings	SIP coordinator will send email reminders to parents that signed up at Parent Title I meeting, phone call reminders to Spanish-speaking SAC parents, childcare provided by WMHS volunteers

## 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	Melissa Lewis
Date signed	8/28/19