



2024-2025

### **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 information regarding their teacher's professional qualifications;
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, and career 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).

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 SAC Meetings and other parent events.
- Facebook posts inviting parents to attend events and meetings
- Remind messages about upcoming events and meetings

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. They do this by:

### Attending

- Annual Title 1 Meeting - August 8th
- SAC Meetings with JBE & WES (Third Tuesday of the Month)
- Junior/Senior Night - 9/18, Freshman/Sophomore Night - 10/16
- Four Parent conference nights (10/07 & 10/09-Fall and 3/10 & 3/12-Spring)
- Scheduling Nights - 3/24-3/27
- Parent Nights: 8th grade - 2/26, 6th/7th grade - 2/27, 5th grade - 5/1
- AVID signing night - Fall
- College Signing Night
- Award Nights-May

### Reviewing

- School Budget
- School Improvement Plan (SIP)
- Comprehensive Needs Assessment
- 2023-2024 Parent Survey Results
- Parent Family Engagement Plan
- Parent/Teacher Compact

## 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?

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- Discuss how families can support student achievement at home and academic progress 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 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 for all students with disabilities (SWD) through the use of supplemental curriculum and manipulatives and provides 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 and ensuring the following information is explained to parents in an understandable language:

- ✓ A description and explanation of the curriculum in use at the school.
- ✓ The forms of academic assessment used to measure student progress.
- ✓ The proficiency levels students are expected to make.

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
- Skyward Emails

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
- Copies of the presentation will be sent home the first day of school in English and Spanish.

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)	Hiers & McGowan	Invitations uploaded to crate folder
Presentation materials developed	Hancock, Hiers and Boyd	Presentation/ materials uploaded to crate folder
Presentation materials submitted to Title I coordinator for review	Hancock, Hiers and Boyd	Presentation/ materials time stamped when uploaded to crate folder
Conduct Title I meeting	Teachers, Coaches, Admin	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 - August 8th, 2024**

**For Monthly SAC Meetings** - We offer an evening meeting time so more parents can attend, as this has been the response in recent surveys and will be conducted with our fellow community elementary schools.

**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

**Staff:** 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** in the value and utility of contribution of parents, and in how to reach out to, communicate with and work with parents as equal partners, and build ties between parents and the school.

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Annual Title 1 Night	All Staff	August 8th	roster/content material uploaded to PFEP crate folder
AVID Signing Night	AVID Coordinator	Fall	Invites and parent sign in uploaded to PFEP crate folder
Parent Conference Night	Admin & Teachers	10/7, 10/9-Fall 3/10, 3/12-Spring	roster/content material uploaded to PFEP crate folder
SAC/PTO	Admin/SAC Coordinator	8/20, 10/15, 11/19, 1/28, 2/25, 4/22	roster/content material uploaded to PFEP crate folder
Scholarship Night	Admin, Coaches, Guidance	May 2025	Content material uploaded to PFEP crate folder

**Parents:** Describe materials and training provided to parents to help them work with their children, such as literacy training and using technology.

Junior/Senior Night	Coaches, Guidance, Admin	September 18, 2024	roster/content material uploaded to PFEP crate folder
Sophomore/Freshman Night	Coaches, Guidance, Admin	October 16, 2024	roster/content material uploaded to PFEP crate folder
8th Parent Night 6th/7th Parent Night 5th Parent Night	Coaches, Guidance, Admin	February 26, 2025 February 27, 2025 May 1, 2025	roster/content material uploaded to PFEP crate folder
FAFSA Week	Guidance & Admin	November	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).

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Resource Lab	Open to all school staff	ongoing	Resource lab sign-in roster

**Communication:** 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?

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. Offer

feedback through evaluation at the end of the program through a Google form shared on Remind and Facebook.

2. The District 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.

3. Remind app- Provides reminders of important events, opportunities for parent involvement, and information to look for coming home.

4. Family nights will be held to communicate and educate parents on the grade level standard expectations, ways to help their students using mathematical strategies and reading.

5. Teachers will work with parents by holding student led data chats and conferences to explain their student's progress.

6. 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.

7. Parents receive written explanations of their students placement on ongoing progress monitoring three times a year and the tri-annual state testing. Additionally, any student performing below grade level in reading will receive quarterly updates on the interventions the student is receiving and their current assessment progress.

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

9. 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 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. Rosetta Stone 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. Esol paraprofessionals accommodate non-English speaking families by welcoming them to campus and helping them become acclimated.

**Barriers:** Describe identified barriers that hindered the participation by parents during the previous school year and 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).

Barriers (Including specific subgroup)	Step(s) to overcome barrier
Lack of certified teachers	Recruitment and retention of certified personnel especially in math and ELA. Mentor teachers are assigned and priority is set to create a positive school culture for all community members.
Busy Schedules of All Stakeholders (students, families, school personnel, community members)	Careful scheduling so as 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 has 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	Signature of SAC Chair
	
Date signed: 8/20/24	Date signed: 8/20/24