

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

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

### Mission Statement

<p><b>1. Does the mission statement include:</b> How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement plan will assist in providing high quality instruction for all learners?</p>	<p>Complimenting OCPS's mission: "With the support of families and the community, we create enriching and diverse pathways that lead our students to success," Union Park Middle School believes in promoting positive parent/family involvement through building capacity activities centered around curriculum, supportive programs, and student enrichment opportunities throughout the year.</p> <p>Multiple learning opportunities will be planed collaboratively between the school administrators, staff, and Secondary Engagement Liaison</p>
---	---

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

	based on academic data to ensure that information is presented accordingly based on the students' needs.
--	--

### Involvement of Parents

<p><b>2. Does the plan include:</b> 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]?</p>	<p>Union Park Middle School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PFEP. More than 50 percent of the members of the SAC are parent (non- employee) representatives. In addition, all parents will be given the opportunity to review the plan and offer their input. During the school year, all parents will be given surveys seeking their input on the effectiveness of meeting students' needs. Results of parent surveys are reviewed by the SAC to determine needed changes. During the SAC meeting when the PFEP and/or SIP are developed, the committee will decide, with the input from parents how the parental involvement funds will be used.</p>
---	--

### Coordination and Integration with Other Federal Programs

<p><b>3. Does the plan include:</b> How the school will coordinate and integrate parent and family engagement programs and activities?  How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	<p>The school will coordinate a briefing of the PFEP and SIP for faculty and staff and have it readily available for all staff to view on demand. The school will also coordinate academic-centered support nights for parents designed to provide them with resources and contact information necessary to get their child(ren) help where needed.</p> <p>The Secondary Engagement Liaison will collaborate with school administrators and staff to coordinate, promote, and facilitate the following opportunities that will empower parents by providing information and skills needed to support students at home.</p>
<b>Program</b>	<b>Coordination</b>
Title I	Professional Development modules will be provided to schools to support the professional development needs of the staff related to parental involvement.
Title II	Funds from Title II be used to provide training to our teachers in understanding the cultural diversity in our school.
Title III	Parental involvement activities designed to assist parents of LEP students to help them work with their children to improve their children's achievement will be shared through specific parent meetings.

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

<b>IDEA</b>	Parent meetings specifically focused on strategies and activities to help students with specific learning disabilities and our ESE population.
<b>Title X</b>	McKinney Vento Program provides support to our homeless students.

### Annual Parent Meeting

<p><b>4. Does the plan include:</b>  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?   A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?   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?</p>	<p>The Title I Annual Meeting will be held in September 2019. The meeting will give information about the Title I programs and opportunities available to parents so that they can become involved in their student's education. This presentation includes an overview of the Title I Program, the school grade, school choice, and rights they have as parents or guardians. Parents are welcome to provide suggestions for parent and family engagement activities and will meet the Parent and Family engagement liaison. Parents will receive a copy of the PFEP and will be shown how to access the plan on the school website.</p> <p>Translation services are available for parents who need it.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda, sign-in sheets, PPT handouts	Principal/designee Secondary Engagement Liaison	September, 2020	Copies of sign in sheets, handouts, PFE survey, photos, and CD of presentation
Develop and disseminate invitations	Principal/designee Secondary Engagement Liaison	September, 2020	Flyer, Connect Orange Phone message, weekly newsletter RSVP, Facebook event RSVP, Twitter, school website and marquee

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

Develop sign-in sheets	Secondary Engagement Liaison	August / September	Sign-in sheets for meeting and classrooms
Advertisement	Secondary Engagement Liaison	August/September	Flyer, Connect Orange Phone message, weekly newsletter RSVP, Facebook event RSVP, Twitter, school website, front office, school marquee
Conduct meeting	Principal/designee	September, 2020	Sign In Sheet, Power Point, Photos, PFE survey
Maintain documentation	Title One Contact Secondary Engagement Liaison	September-May, 2020-2021	Documentation artifacts

### Flexible Parent Meetings

<p><b>5. Does the plan include:</b> How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>We have many parents who work more than one job, lack transportation, or are not native English speakers. To encourage more parental engagement and involvement, we offer different types of parent meetings at different times throughout the year. These meetings include individual parent conferences with teachers, meet the teacher, Open House, and scheduled academic parent nights.</p> <p>Parent-teacher conferences are scheduled Monday, Wednesday, and Friday in the mornings (before school). Meet the Teacher occurs the week of teacher pre-planning, during the later afternoon/evening hours.</p> <p>Open House is scheduled after the school year begins, during the evening hours. Academic nights are scheduled as needed.</p> <p>Union Park Middle understands that additional accommodations may be necessary. Parents are able to call and schedule appointments to meet with the SEL and other staff. Walk-ins will be accepted based on staff availability.</p> <p>Additionally, translation services are also provided with the support of our bilingual staff and by using the <i>Language Line</i>. We find that offering this flexibility gives parents more opportunities to attend meetings and stay actively engaged.</p>
--	---

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

### Building Capacity

<p><b>6. Does the plan include:</b> How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p>	<p>The school will host at least one monthly event where families are welcome to visit campus for a variety of reasons such as academic achievement celebrations, sporting events, performances, and SAC/PTSA meetings.</p> <p>The Secondary Engagement Liaison will collaborate with school administrators and staff to coordinate, promote, and facilitate opportunities that will empower parents by providing information and skills needed to support students at home. For instance, <i>Skyward and Canvas Learning Sessions, New Student Orientations, Academic Nights, Community Resource Fair, OCPS Virtual Parent Academy, OCPS Parent Academy, Learning English as a Second Language, Digital Learning, Parent and Teacher Conferences Preparedness, Understanding Report Cards, Parent Leadership, and Attendance Matters</i>. These learning opportunities will be offered in English and Spanish.</p> <p>Parents will be provided with the necessary information to utilize online academic platforms, such as LaunchPad, to facilitate learning at home. Parents will also be provided with contact information of all instructional staff as well as Skyward/Canvas login information to monitor their student's progress in school. The information will be accessible via school website, social media, weekly newsletter, and the front office. A bilingual informational pamphlet completed by the Secondary Engagement Liaison will also be given to parents during the Fall events and will continue to be accessible in the front office.</p> <p>The learning sessions will be offered in English and Spanish and coordinated with the support of the Secondary Engagement Liaison. Individual learning sessions will also be available as an alternate option and provided in collaboration with the Secondary Engagement Liaison. Information and materials related to each learning session will be prepared by the Secondary Engagement Liaison. Resources will be provided in English and Spanish. Additional languages will be provided upon request. Translation will also be available upon request.</p>
---	---

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

<p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Leadership Team, Secondary Engagement Liaison	Parents accompany their child(ren) to the school to tour the campus and meet the teachers for the upcoming year. This will orient students when school begins and begin the establishment of positive relationships between the family and the teacher. There will also be an open lab for parents to obtain information about Canvas/Skyward and Launchpad	August 2020	PFE surveys, Sign-in sheets, photos
Open House	Leadership Team, Secondary Engagement Liaison	Families will have an opportunity to follow their child's schedule, meet the teachers, learn more about each specific class, and talk to teachers about the content and	September/ October 2020	PFE surveys, Sign in sheets, presentations/ artifacts from the open lab, photos

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

		expectations. There will also be an open lab for parents to learn more about academic tutoring, academic resources, understanding report cards, and channels of communication.		
SAC/PTSA meetings	Principal/ designee SAC chair, Secondary Engagement Liaison, Title I Coordinator	Increased parental involvement. Impacts student performance. Parents will have the opportunity to learn more about school needs and be in a position to support the success of the school.	Monthly throughout the 2020-21 school year	PFE surveys, Sign in sheets, SAC bylaws, minutes, SAC/PTSA agendas, photos
ESOL Committee and PLC meetings	Principal/designee CCT, Instructional Coach	Parents will be provided with strategies to help their students acclimate to the school as they learn English. Translation services will be provided for parents so they can understand how to participate in their child's education.	Monthly throughout 2020-21 school year	Sign-in sheets, agendas, notes
Assessment Night	Leadership Team, Title I Coordinator, Secondary Engagement Liaison,	Families will learn about the upcoming state assessments and how they can support students through the	March 2021 (just before Spring Break)	PFE surveys, sing-in sheets, presentations/event artifacts, photos

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

		process and with content/resources.		
Rise-Up Night	Principal/designee Title One Coordinator, Instructional coaches, and Secondary Engagement Liaison	Families will prepare for transition to the next grade-level	May 2021	PFE surveys, Sign-in sheets, presentations/event artifacts, photos
OCPS Parent Academy	Principal/designee School Counselors, Secondary Engagement Liaison, Title One coordinator and instructional coaches.	Parents will have the opportunity to attend the Parent Academy in order to increase knowledge in how to help their child(ren)	November 7th, Windermere HS January 23rd Secondary PA at Colonial HS May 15th Oak Ridge HS	PFE surveys, Sign in sheets, increase in student achievement and parent engagement
OCPS Virtual Academy	Principal/designee School Counselors, Secondary Engagement Liaison, Title One coordinator and instructional coaches.	Parents will have the opportunity to attend the Virtual Academy in order to increase knowledge in how to help their child(ren)	August 5th: What Will Your Child Need to Learn? December 10th: Navigating the Opportunities February 24: Digital Citizenship	PFE surveys, Sign in sheets, increase in student achievement and parent engagement

### Staff Development

<b>7. Does the plan include:</b> A description of the professional development activities the school will provide to educate the teachers, specialized instructional support	A multicultural approach will be used to discuss the importance of establishing, maintaining, and increasing parent communication and student achievement. The staff will be trained with multiple modules through a series of professional development presentations. The trainings will cover best practices for parent contact, accommodations to consider based on common barriers that may prevent an active engagement, coordination of after school events
---	---



## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

<p>personnel, principals, other school leaders and other staff:</p> <ul style="list-style-type: none"> <li>- with the assistance of parents/families, in the value and utility of contributions of parents/families?</li> <li>- in how to reach out to, communicate with, and work with parents/families as equal partners?</li> <li>- in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</li> </ul>	<p>through academics or clubs, and encouraging a dialogue between families.</p> <p>The importance of fostering and maintaining open channels of communication will be emphasized along with the vital need to build relationships with each family. Teachers will receive complete information about the resources available to facilitate communication, such as Language Line, process of requesting American Sign Language interpreters, in school personnel available to translate, etc.</p>			
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Title I Orientation on the importance of parent involvement	Principal/designee	Increased parent engagement and student achievement.	2020-2021 school year	Increase in student achievement and parent engagement. (P/T conferences, Skyward access, parent inquiries)
Effective Communication between school and home	Principal, Title I Coordinator, Secondary Engagement Liaison	Increased parent communication and engagement by utilizing a growth mindset approach to empower parents with the goal of obtaining student achievement.	2020-2021 school year	Increase in student achievement and parent engagement. (P/T conferences, Skyward access, parent inquiries)
Skyward/Canvas; Communicating and working with parents	Principal/designee	Teachers will be provided with a training to improve the ability of staff to work effectively with parents	August 2020	Sign-in sheet, presentation, materials, handouts, exit slips

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

		using the main monitoring platforms.		
The Importance of Parental Involvement Training Module 1	Principal, Title I Coordinator, Secondary Engagement Liaison	Teachers will receive training on ways to ensure parents are contacted effectively and ensuring the use of all available resources.	November, 2020	Sign-in sheet, presentation, materials, handouts, exit slips
Building Ties Between Home and School Training Module 2	Principal, Title I Coordinator, Secondary Engagement Liaison	Increased parent engagement and student achievement.	December, 2020	Sign-in sheet, presentation, materials, handouts, exit slips
Implementation and Coordination of Parental Involvement Programs - Module 3	Principal, Title I Coordinator, Secondary Engagement Liaison	Increased parent engagement and student achievement.	January, 2021	Sign-in sheet, presentation, materials, handouts, exit slips
Communicating and Working with Parents Module 4	Principal, Title I Coordinator, Secondary Engagement Liaison	Increased parent engagement and student achievement.	February, 2021	Sign-in sheet, presentation, materials, handouts, exit slips

### Other Activities

<p><b>8. Does the plan include:</b> 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]?</p>	<p>Student celebrations and curriculum nights will be used to promote the success of our students to parents and the community.</p> <p>The Parent Resource Room is available for parents and students. Updated information about the services and resources mentioned will be available in the Resource Room and the front office Resource Area. The information will be available in English and Spanish. Additional translations will be processed upon request. Information and opportunities involving SAC and PTSA will also be posted in the Parent Resource Room and front office.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
New Student Orientations and Campus Tours	Principal/designee, Secondary Engagement	2020-2021 school year Fall / Spring	PFE surveys, Sign in sheets, photos. Increase in student

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

	Liaison, School Counselors		achievement and parent engagement
Hispanic Heritage/Multicultural Night	ESOL CCT, Instructional Coach, Principal/designee	October 2020	PFE surveys, sign-in sheets, presentations/artifacts, photos, advertisements
Band/Chorus Concerts	Band/Chorus teachers, Instructional coaches, Principal/designee	Winter 2020 Spring 2021	PFE surveys, sign-in sheets, photos, programs, advertisements
Family S.T.E.A.M Night	Leadership team, Secondary Engagement Liaison, Classroom teachers	April 2021	PFE surveys, sign-in sheets, presentations/artifacts, photos, agenda, advertisements
Student Awards Ceremonies (grades 6, 7, 8)	Leadership team, Administrative team, Guidance counselors, Secondary Engagement Liaison	May 2021	Presentations/artifacts, photos, advertisements, programs

### Communication

<p><b>9. Does the plan include:</b> How the school will provide timely information about the Title I programs?</p>	<p>At the annual Title I meeting, Union Park Middle School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child(ren).</p>
<p>How the school will 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?</p>	<p>Parents will have an opportunity to access the digital parent/student handbook. Additionally, parents can access the PFEP.</p> <p>Parents can also learn about different opportunities via school website, front office, school marquee, Connect Orange telephone calls, weekly newsletter, and social media. Furthermore, information is updated and available in the Parent Resource Room. Event information will be available for parents in English and Spanish. Additional translations will be available upon request.</p>

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

<p>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)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	
--	--

### Accessibility

<p><b>10. Does the plan include:</b>  A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?</p> <p>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?</p>	<p>The PFEP will be summarized into a brochure that will be printed in English and Spanish and provided to all parents. <b>Suggestion:</b> Adding a QR code to the pamphlet previously mentioned.</p> <p>The brochure will outline the major components of the policy. The brochure can be located on the school website and a hard copy can be produced upon request. In addition, hard copies will be available in the office and the parent resource room. All written communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in the school office. If other languages are needed, we will send the material to the Title I office where local companies will be contracted to provide the translations. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. If needed, American Sign Language translation services will be available. UPMS is fully accessible for the physically challenged and disabled parents.</p>
--	--

### Discretionary Activities

<p><b>11. Does the plan include:</b>  Any activities that are not required, but will be paid for through Title I, Part A funding</p>	
--	--

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

(for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)				
<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>

### Barriers

<p><b>12. Does the plan include:</b> A description of the barriers that hindered participation by parents during the previous school year?</p> <p>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]?)</p>	<p>We have many parents who work more than one job, lack transportation, or are not native English speakers. Parents may also not be able to support students with specific content or technology requirements.</p> <p>To overcome these barriers, UPMS will:</p> <ul style="list-style-type: none"> <li>• continue to offer different types of parent meetings, offered at different times throughout the year</li> <li>• ability for parents to make appointments</li> <li>• provide multiple forms of communication to parents (phone calls, electronic communication, Connect Orange, social media, etc.)</li> <li>• provide translations or materials</li> <li>• provide staff or resources for language translations</li> <li>• host events throughout the school year to support parent learning and involvement in academics and technology</li> <li>• provide virtual opportunities when able</li> </ul>
<b>Barriers (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Parents being at work during and after school times.	Offer different types of meetings at different times throughout the year: mornings (before school), evenings, virtual (when applicable)
Language / Non-English Speakers	Provide written and oral information in Spanish and English as well as ASL interpreters, when needed. Translation to different languages will be processed upon request.

## 2020-2021 Parent and Family Engagement Plan

<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

Lack of transportation. The need to wait for another person to transport them to school.	Offer different types of meetings at different times throughout the year: mornings (before school), evenings, virtual (when applicable)
Need for childcare	School will provide virtual opportunities when able, work with parents to schedule teleconferences, and/or accommodate the parent in other ways as needed.
Computer Literacy	School will provide specific community resources. For example, parent workshops that help parents with: Creating an email account, saving and attaching documents, communicating with Canvas, checking Skyward, etc.

### School-Parent Compact

<p><b>13. Does the plan include:</b> As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?</p>	<p>In collaboration with the SAC, Union Park Middle School developed a school-parent compact, which outlines the shared responsibility for improved student academic achievement. This compact can be located on the school website and in the parent resource room on campus. It is available in English and Spanish and may be translated into additional language upon request.</p>
--	--

### Adoption


The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on June 2020 and will be in effect for the period of 2020-2021 school year

## 2020-2021 Parent and Family Engagement Plan

School Name	Union Park Middle School
LEA	Orange County Public Schools

The School will distribute this policy to all parents of participating Title I, Part A children on or before September 8, 2020

Signature of Authorized Personnel	
Date	8/25/20

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

- ☐ Parent survey of previous year's events and activities
- ☐ Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
- ☐ Parent Feedback Summary of PFEP Evaluation
- ☒ Parent and Family Engagement Activities Tracking Form