

## 2019-2020 Parent and Family Engagement Plan

School Name	Union Park Middle School
LEA	Orange 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 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 school wide 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]

## 2019-2020 Parent and Family Engagement Plan

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

### Mission Statement

<p><b>Does the plan include:</b></p> <p>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. For the PFEP, all parents will be given surveys seeking their input on activities, training, and materials they needed to help their child. 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>
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<p><b>Does the mission statement include:</b></p> <p>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 to lead our students to success, Union Park Middle School believes in promoting positive parent/family involvement through building capacity activities centered on curriculum, supportive programs and student enrichment opportunities throughout the year. Our goal is to make Union Park Middle School a hub of community activity and learning through curriculum nights, fine arts events, and active communication between the school and our families.</p>
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<b>School Name</b>	<b>Union Park Middle School</b>
<b>LEA</b>	<b>Orange County Public Schools</b>

### Involvement of Parents

### Coordination and Integration with Other Federal Programs

<p>Does the plan include:</p> <p>How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>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 during weekly department PLCs, as well as having it readily available for all staff to view on demand. The school will also coordinate a math night and literacy night where we can reach out to parents and provide them with resources and contact information necessary to get their child help where needed.</p> <p>Union Park Middle School will ensure communication in school events and learning through the following:</p> <ul style="list-style-type: none"><li>• Communication between faculty and families via phone, email, and communication apps.</li><li>• Connect Orange messages</li><li>• School Website</li></ul> <p>Union Park Middle will ensure 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 by:</p> <ul style="list-style-type: none"><li>• Attending School Advisory Council (SAC) meetings</li><li>• Reviewing Academic Data</li><li>• Reviewing and reflecting on the previous Parent and Family Engagement Plan</li></ul>
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<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



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

## 2019-2020 Parent and Family Engagement Plan

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

### Annual Parent Meeting

<p>Does the plan include:</p> <p>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?</p> <p>A description of the nature of the Title I Program that is shared with parents (school wide or targeted assistance)?</p> <p>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 school will host a presentation to the families of each grade level prior to the annual meet the teacher event. Respectively, the 6th grade, 7th grade, and 8th grade parents are given their own time designation to view a presentation in the cafeteria. This presentation includes an overview of the Title I Program, the school's grade, school choice, and rights they have as parents or guardians. The parents are then dismissed to walk the campus and meet the instructional staff, and visit classrooms.</p>
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<b>Activity/ Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Develop agenda, sign-in sheets, PPT handouts	Principal	September/Fall	Copies of sign in sheets September/Fall handouts and copy of presentation
Develop and disseminate invitations	Principal	September	Flyer/Connect Orange Message
Advertise/publicize event	Principal	August/September	Sign in sheets

## 2019-2020 Parent and Family Engagement Plan

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

Conduct Meeting	Principal	September	Power Point
Maintain documentation	Title I Contact	2019-2020 School Year	Artifacts
Organize and communicate parents resources, support, and information	PEL	2019-2020 School Year	Parent Communication Log

## 2019-2020 Parent and Family Engagement Plan

School Name	Union Park Middle School
LEA	Orange County Public Schools

### Flexible Parent Meetings

<p>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, child care or home visits, as such services relate to parent and family engagement FESEA Section 11161?</p>	<p>We have many parents that work more than one job. In order to encourage more parental involvement we offer meetings at different times: right after school, after finishing work, or before school. We find that offering this flexibility gives parents more opportunities to attend meetings..</p> <p>An example is our quarterly PLC meetings. To provide flexibility and ensure all parents are offered accommodations, conferences may also be scheduled before school or during teacher planning periods. Telephone conferences also provide flexible options.</p>
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## 2019-2020 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>Does the plan include:</b>          How the school will implement activities that will build the capacity for meaningful parent/family involvement?          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)?          How the school will provide other reasonable support for parent/family engagement activities          [ESEA Section 1116]</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, and SAC meetings.</p> <p>Parents will be provided with the necessary information in order to utilize online academic platforms such as i-Ready in order to facilitate learning at home. Parents will also be provided with contact information of all instruction staff via the school website as well as Skyward login information to track their student's progress in school.</p> <p>The school will work with the Minority Achievement Office to implement the My Brother's Keeper national mentoring program.</p>
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<b>Activity/Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Parent Night	CRT	Parents will learn about resources to support students	August	Increased log in of canvas and PB.
Curriculum Night	Curriculum Coaches	Parents will learn about resources to support students	November	Improved grades
Curriculum Night	Curriculum Coaches	Parents will learn about resources to support students	February	Improved grades
My Brother's Keeper	Erica Long	Community members will be able to support struggling students	August-May	AWS indicators decreased
FSA Information Session	Melik Brown	Parents will learn about resources to support students	January	Improved performance on FSA
Food Pantry	PEL(Nunez)	Parents will be offered opportunity to receive food during difficult times and holidays	2019-2020 School Year	Food Pantry Inventory Log



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

### Staff Development

<p><b>Does the plan:</b></p> <p>Contain a description of the professional development activities the school will provide to educate the teachers.</p> <p>The staff will be trained with multiple modules through a include:</p> <p>A description of the professional development.</p> <p>With the assistance of parents/families, in the value and utility of contributions of parents/families?</p> <p>In how to reach out to, communicate with, and work with parents/families as equal partners?</p> <p>In implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>The staff will be trained with multiple modules through a series of afternoon professional development. The trainings will cover best practices for parent contact, coordinating after school events through academics or clubs, and encouraging a dialogue between your students' families.</p>
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<b>Activity/Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Title I Introduction	Principal	Increased parent involvement improves attendance and performance.	August	Presentation
Module 1	Brown	Increased parent involvement improves attendance and performance.	October	Exit Slips
Module 2	Brown	Increased parent involvement improves attendance and performance.	November	Exit Slips
Module 3	Brown	Increased parent involvement improves attendance and performance.	December	Exit Slips
Module 4	Brown	Increased parent involvement improves attendance and	February	Exit Slips

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		performance.		
DPLC Session 4	Brown	Increased parent involvement improves attendance and performance.	March	Exit Slips
Review and Planning for 2019-2020	Principal	Increased parent involvement improves attendance and performance.	April	Exit Slips

## 2019-2020 Parent and Family Engagement Plan

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

### Other Activities

<p><b>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>Literacy training for parents focusing on using programs at home that will support students including i-Ready Reading and Math.</p> <p>Student celebrations and curriculum nights that will be used to promote the success of our students to parents and the community.</p>
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### Communication

<p><b>Does the plan include:</b> How the school will provide timely information about the Title I programs? 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? 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</p>	<p>At the annual meeting of parents in September, 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 programs, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents are given a copy of the parent/student handbook. Parents have the opportunity to see the PFEP. During classroom visits teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers will maintain sign-in sheets and provide a copy to the principal. Translations of various languages are available upon request</p>
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the school wide plan is not satisfactory to them [ESEA Section 1116]?	
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### Accessibility

<p><b>Does the plan include:</b></p> <p>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, program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child.</p>	<p>The PFEP will be summarized into a brochure that will be printed in English and Spanish and provided to all parents. The brochure will outline the major components of the policy and the school will offer to provide a hard copy to parents 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>
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### Discretionary Activities

<p><b>Does the plan include:</b></p> <p>Any activities that are not required, but will be paid for through Title I, Part A funding.</p> <p>Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)] and</p> <p>Providing Necessary literacy training for parents</p>	
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from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and Training parents to enhance the involvement of other parents [Section 1118(e)(9)1; Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; Developing appropriate roles for community- based organizations Including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

## 2019-2020 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>Activity/Task</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Increase Number of partners in Education	PIE Coordinator		2019-2020 School Year	Increased partnerships
Increase number of volunteers, mentors, and additions	ADDitions Coordinator MAO		2019-2020 School Year	Increased volunteers




### Barriers

<p><b>Does the plan include:</b>  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])?</p>	<p>Barriers for our families include: poverty, lack of formal education, working during the day and mobility rate.</p> <p>Barriers for our community include: few resources, lack of connection to the school, lack of resources on campus to focus on obtaining support.</p> <p>Our Parent Engagement Liaison (PEL) Organize and communicate parents resources, support, and information about activities that engage parents and family. We will offer meetings at various times in the day to provide families with more opportunities to attend. We will offer food at our evening events to encourage more people to attend.</p>
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### School-Parent Compact

<p><b>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>	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>What is a School-Parent-Student Compact</b> </div> <p>A School-Parent-Student Compact for Achievement is an agreement that parents, students, and teachers develop together. It explains how parents, teachers, and students will work together to ensure students reach grade-level standards.</p> <p><b>Effective compacts:</b></p> <ul style="list-style-type: none"> <li>⇒ Link to goals of the school improvement plan</li> <li>⇒ Focus on student learning skills</li> <li>⇒ Describe how teachers will help students develop those skills using high-quality instruction.</li> <li>⇒ Share strategies parents can use at home.</li> <li>⇒ Explain how teachers and parents will communicate about student progress.</li> <li>⇒ Describe opportunities for parents to volunteer, observe, and participate in a partnership that inspires their child to succeed.</li> </ul> <div style="text-align: center; margin-top: 10px;"> <b>Building Partnerships</b> </div> <p>Union Park Middle School welcomes parents and community members to meet in our media center for monthly PTSA and SAC meetings at 5:30 on the 4th Tuesday of each month. Meetings will be held in conjunction with parent enrichment sessions. These include:</p> <ul style="list-style-type: none"> <li>⇒ Student performances</li> <li>⇒ Parent support classes</li> <li>⇒ Technology lessons</li> </ul> <div style="text-align: center; margin-top: 20px;">  <p>Orange County Public Schools 445 West Amelia Street Orlando, FL 32801 407-317-3340 <a href="http://www.ocps.net/enr/support/titles">www.ocps.net/enr/support/titles</a></p> </div>	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Communication about Student Learning</b> </div> <p>Union Park Middle School is committed to frequent two-way communication. It is the belief of the staff and administration that we must work together to ensure the success of all students. The administration encourages its teachers to maintain open lines of communication with parents in regards to all aspects of learning. The most frequent methods used to communicate with parents are:</p> <ul style="list-style-type: none"> <li>⇒ Canvas websites</li> <li>⇒ Teacher phone calls or emails</li> <li>⇒ Quarterly parent-teacher conferences</li> <li>⇒ Weekly electronic newsletter</li> <li>⇒ Skyward Parent Access</li> <li>⇒ School website: <a href="http://www.unionparkms.ocps.net">www.unionparkms.ocps.net</a></li> </ul> <p>If you would like to participate or volunteer, please contact Jennifer Freneya at 407-249-6309 ext. 5262236 or by email at <a href="mailto:jennifer.freneya@ocps.net">jennifer.freneya@ocps.net</a></p> <div style="text-align: center; margin-top: 20px;">  </div>	<div style="background-color: #333; color: white; padding: 5px; text-align: center; margin-bottom: 10px;"> <b>Union Park Middle School</b>  1844 Westfall Drive  Orlando, FL 32817  407-249-6309  <a href="http://www.unionparkms.ocps.net">www.unionparkms.ocps.net</a> </div> <div style="text-align: center; margin-top: 10px;"> <b>Title I</b>  <b>School-Parent-Student Compact 2019-2020</b> </div> <div style="text-align: center; margin-top: 10px;">  </div>
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	<b>Union Park Middle School: United in Preparing and Mentoring Students</b>						
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; background-color: #eee; padding: 5px;"><b>School Goals for Student Achievement</b></p> <p>Union Park Middle School will empower all students to succeed with the support and involvement of all stakeholders which includes the community, families, parents, students, and staff.</p> <p>We guarantee an empowering environment that ensures that each student has the opportunity to acquire the skills necessary to become career and college-ready, and a responsible, productive, global citizen able to cope with changing social and economic conditions. There will be a/an:</p> <ul style="list-style-type: none"> <li>Intense focus on student achievement</li> <li>High performing dedicated team</li> <li>Safe environment</li> <li>Efficient operations</li> <li>Sustained engagement of all stakeholders</li> </ul> <p>Union Park Middle School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet Florida's student academic achievement standards.</p> <p style="text-align: center; background-color: #eee; padding: 5px;"><b>Jointly Developed</b></p> <p>Parents, students, and staff jointly develop the School-Parent-Student Compact for Achievement. Meetings are held each year to review the Compact and make changes based on student needs.</p> <p style="text-align: center;">We welcome your comments at any time. <i>Please contact Nilda Nunez at 407-249-6309</i></p> </div> <div style="width: 50%;"> <p style="text-align: center; background-color: #eee; padding: 5px;"><b>Teachers, Parents, Students - Together for Success</b></p> <div style="display: flex;"> <div style="width: 45%;"> <p style="text-align: center;"><b>Teachers</b></p> <p>Teachers and faculty will work with students and their families to support academic success in reading and math. Some of our key connections with families will be:</p> <ul style="list-style-type: none"> <li>Standards-based progress monitoring sheets that are easy to understand</li> <li>Access to free tutoring throughout the year</li> <li>Consistent updates to grades in Skyward</li> <li>After-school hours in our media-center to utilize computers for academic support</li> </ul> </div> <div style="width: 45%;"> <p style="text-align: center;"><b>Parents</b></p> <p>Union Park Middle School teachers have recommended the following ideas to ensure your student is successful:</p> <ul style="list-style-type: none"> <li>Monitor Skyward and teacher feedback forms.</li> <li>Check individual teacher Canvas sites.</li> <li>Designate time to read with your child on a nightly basis. The recommended amount of time for reading nightly is 30 minutes.</li> <li>Use math and reading programs at home or from a local library on the weekends to increase math and reading skills.</li> <li>Communicate the value of a formal education.</li> </ul> </div> </div> <p style="text-align: center; background-color: #eee; padding: 5px;"><b>Union Park Middle School Students</b></p> <p>Union Park Middle School students have made a commitment to academic success. They have demonstrated their desire to learn and have provided reliable feedback on their academic needs through our student surveys. The staff and parents of Union Park Middle School have collaborated on strategies that are useful in meeting our students' needs and have established the following expectations to connect learning from school to home:</p> <ul style="list-style-type: none"> <li>Attending after-school tutoring sessions when needed</li> <li>Using Canvas to communicate with my parents and teachers</li> <li>Staying organized throughout the year</li> <li>Establishing learning goals and monitoring my own learning for success</li> </ul> </div> </div> <div style="margin-top: 20px;"> <p style="text-align: center; background-color: #eee; padding: 5px;"><b>A Partnership for Success</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;">Student Signature</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 5px;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black; padding: 5px;">Parent Signature</td> <td style="border-bottom: 1px solid black; padding: 5px;">Date</td> </tr> <tr> <td style="padding: 5px;">Anthony Serianni, Principal</td> <td style="padding: 5px;">Date</td> </tr> </table> </div>	Student Signature	Date	Parent Signature	Date	Anthony Serianni, Principal	Date
Student Signature	Date						
Parent Signature	Date						
Anthony Serianni, Principal	Date						

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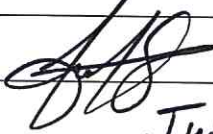
School Name	Union Park Middle School
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### Adoption

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 evidenced by the parent surveys and feedback forms.

The policy/plan was adopted by the school in July 2019 and will be in effect for the period of the 2019-2020 school year.

The School will distribute this policy to all parents of participating Title I, Part A children on or before October 27, 2019.

Signature of Authorized Personnel	
Date	July 29, 2019