

2023-2024 Parent and Family Engagement Plan

School Name	College 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]

Mission Statement

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility? How the parent and family engagement	College Park Middle School , through its Title I Services, is committed to increasing the collaboration between parents, teachers, and administrators to impact student achievement and build the capacity of parents to better meet the academic needs of their children. We at College Park Middle School express the importance of parent and family engagement because it not only
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plan will assist in providing high quality instruction for all learners?	positively affects student achievement, it contributes to higher quality education and better performance overall. We will host multiple curriculum nights aligned to grade level standards to model instructional strategies for home and school
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Involvement of Parents

<p>2. Does the plan include: 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>College Park Middle School will ensure the organized, ongoing and timely manner of involving parents through the following methods:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication • Flyers • Newsletters (print and digital) • Connect Ed messages • School Website • Email • Social Media • School Marquee • Canvas Announcements <p>At College Park Middle 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 by:</p> <p>Attending:</p> <ul style="list-style-type: none"> • School Advisory Council (SAC) meetings • Annual Title I Meeting <p>Participating In:</p> <ul style="list-style-type: none"> • Parent/Teacher/Student Association (PTSA) activities <p>Reviewing:</p> <ul style="list-style-type: none"> • Academic data for funding decision making <p>Previous school year Parent and Family Engagement Plan</p>
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: 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>College Park Middle School will coordinate and integrate parent and family engagement programs and activities through planned events throughout the school year. Below you will find federal programs and coordination for each school based program.</p>
Program	Coordination
Title X	McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>4. Does the plan include: 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 (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP),</p>	<p>College Park Middle School will hold the Title I Annual Parent Meeting on September 19, 2023 for and with parents, family, and school community members to inform, explain and discuss yearly school and student progress data, including financial information; and to update the school parent and family engagement plan and compact.</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children affected by poverty. Title I funds provide services and educational programs to help students achieve success.</p> <p>Below are the steps that College Park Middle School will take to conduct the annual Title I meeting.</p>
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school choice, and the rights of parents are covered at the annual meeting?			
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Develop e-mail message, flyer, and Connect Ed message	Principal/AP Title I Coordinator SEL	Ongoing	Copy and script of Connect-Ed message, email message, and copy of flyer
Develop agenda, power point presentation, hand-outs, and all materials necessary for compliance	Principal/AP Title I Coordinator SEL	Ongoing	Agenda, power point presentation, and hand-outs
Develop sign-in sheets	Title I Coordinator SEL	Ongoing	Sign-in Sheets
Conduct Annual Meeting	Principal/AP	September 19, 2023	Agenda, Sign-in Sheets, PP, Handouts
Maintain Documentation	Title I Coordinator	Ongoing	Agenda, Sign-in Sheets, PP, Handouts

Flexible Parent Meetings

<p>5. Does the plan include: 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 [ESEA Section 1116]?</p>	<p>College Park Middle School will schedule meetings in the morning, afternoon, and evening in an attempt to gather working and non-working parent input and attendance at various meetings. A school calendar will be provided on the school website to communicate important events and meetings, in addition to Connect Ed messages, Canvas announcements, weekly/quarterly school newsletters and Talking Points messaging.</p> <p>As it pertains to services related to parent and family engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • Transportation to a minimum of 1 Parent Academy
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Building Capacity

<p>6. Does the plan include: 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>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>College Park Middle School will implement activities throughout the 2023-2024 for parents, teachers and students to strengthen relationships and provide meaningful opportunities to participate in our students' academic success. Our doors are open to parents, families, and our community through these activities and allow for volunteer opportunities through Partners in Education (PIE) and ADDitions.</p> <p>Our School Engagement Liason (SEL) will be the primary point of contact for parents and families for information about activities and resources that support and improve student achievement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent-Teacher Conferences	Teachers and Guidance	For parents and students to have a brief time to get acquainted with the teacher (or teachers), see the classroom and perhaps get a quick overview of class expectations and curriculum for the year.	Ongoing, by appointment	Conference Notes
Annual Meeting and Open House	Administration	Provide parents with expectations for students.	September 19, 2023	Agenda, Sign-in Sheet, Flyer
Welcome to Middle School	Teachers and Guidance	Parents will receive information on tips to assist with their	TBD	Agenda, Sign-in Sheet, Flyer

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		child's reading and comprehension.		
Family Night	Administration and Teachers	Parents will receive information on tips to assist with their child's homework; information on state assessment dates; parent help with test anxiety; how to support good study habits and information regarding progress reports and report cards. Students will receive information on how to get good grades.	January 2024	Agenda, Sign-in Sheet, Flyer
Florida EOC Assessments Support for Your Child	Administration, CRT, Teachers	Parents learn how to play a part in preparing their child for the FL EOC Assessments by engaging them in enjoyable practice activities.	March/April 2024	Parent/Student Sign-in Sheet, Power point, flyer
Annual Assessment of Parent Involvement	Administration, Teachers, Parents	This annual staff review meeting will summarize all components of the Title I program. Parents will also receive tips on Shifting from School Year to Summer Break and receive information on Summer Vacation Activities.	May 2024	Parent/Student Sign-in Sheet, Power point, flyer
Summary of Annual Review	Administration, Teachers	The annual review meeting will summarize all components of the Title I program.	May 2024	Agenda, Sign-in Sheet, Flyer, Meeting Minutes

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Staff Development

7. Does the plan include: 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: - with the assistance of parents/families, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?	All instructional staff will complete PFE Modules on Canvas throughout the year and submit Exit Slips to the school's Title I Coordinator. These PFE Modules support and develop staff understanding of how to work effectively with and communicate with parents by understanding the value and importance of parent and family engagement. The professional development activities will inform teachers of requirements, strategies, and provide opportunity for reflection on PFE.			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	School administration, Title I coordinator	Information given about the assistance programs provided to the school to help support students academically.	September 19, 2023	Agenda, PowerPoint, and sign-in sheets
Parent and Family Engagement Professional Development Module 1 – Framing the Foundation of Parent Family Engagement	School administration, Title I coordinator, SEL	Understand the four core beliefs that impact building relationships with parents and families.	TBD	Canvas Completion Report
Parent and Family Engagement Professional Development Module 2: Setting	School administration, Title I coordinator	Understand ways to create and maintain strong partnerships with parents and families and how to	TBD	Canvas Completion Report

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the Foundation to Create Strong Partnerships		create a welcoming, culturally responsive, and respectful school environment.		
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Other Activities

8. Does the plan include: 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]?	Parents of students of all grade levels will be included in a variety of comprehensive and coordinated activities that encourage parental and family engagement. Recognizing that communication between home and school should be regular, two-way, and meaningful, College Park Middle School will provide resources to parents, including a Parent Resource Center in the Media Center. The PRC will encourage communication and promote responsible parenting by providing a variety of materials, including books and handouts that address parenting skills and provide information for parents to assist children in their education. The PRC is available during regular school hours.		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Parent Resource Center	Media Specialist	Ongoing	Circulation statistics and title list in collection

Communication

9. Does the plan include: 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	<p>In order to establish an effective parental/community engagement plan it is essential that communication between parents, schools, educators, and community members be frequent, clear, and two-way. When we work as a team, we help to strengthen schools, families, communities, and learning. College Park Middle School will strive to strengthen communication through various methods.</p> <p>The school will provide hand-outs about Title I at the 2023-24 Title I Annual Meeting and at the PTSA and SAC meetings to all in attendance. Copies will also be available on the school's website. A quarterly newsletter is prepared for all students, to include information about Title I and inform parents of the upcoming parent trainings and meetings. Copies are available in the front office, media center, guidance office and on the website. The website will also provide information about parent training for academic focus and success.</p>
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<p>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>	<p>The Parent and Family Engagement Plan is available on the school's website, and copies are available in the front office and media center. Parents who request translations into Spanish or Haitian Creole will receive individual supports. The plan is also summarized into a brochure. The SAC meetings will provide opportunities for parents to be involved in the decision-making process; feedback is taken to improve academic or operational issues at the school and this feedback is reflected in the meeting minutes.</p> <p>During Open House in September, the parents and students have a brief time to get acquainted with the teachers, see the classroom and get a quick overview of class expectations, curriculum and assessments plans for the year. All students' academic progress is monitored and parents are informed by Progress Book, progress reports and report cards. Throughout the school year, parents have the opportunity to attend meetings that will allow for their understanding of their child's academic progress and assessments. If a student is in danger of failing, academic meetings occur at various times of the school year to include the student, parent, and guidance counselor. IEP meetings are conducted by our IEP team and held throughout the year, by appointment.</p> <p>Reports of student assessment are made available for parents to be picked up from the Guidance office. Phone calls, school newsletters, Canvas announcements, and Connect Ed messages are used to notify parents that this information is available if they have not received copies from the school.</p>
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Accessibility

<p>10. Does the plan include:</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 an</p>	<p>College Park Middle School will provide the Parent and Family Engagement Plan (PFEP) in English, Spanish, and Haitian Creole, upon request. Parents will be sent notification of the plan in the school newsletter, website, and copies made available in the front office. All correspondences regarding parent meetings will be created in the aforementioned languages and distributed to parents to increase participation. Translators will be made available when needed. To the extent possible, information related to the school, parent programs and meetings, and other activities will be sent to the homes of participating students in the language used in such homes. In carrying out the parent engagement</p>
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parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	requirements, College Park Middle will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that parents understand. College Park Middle will provide an opportunity to parents with disabilities to request the auxiliary aids and services of their choice (such as sign language interpreters and large print or materials in Braille) to ensure meaningful participation in the different types of programs or activities carried out to implement the Part A provisions. We at College Park Middle School, will make reasonable adjustments for disabled children, parents, staff and visitors. We will anticipate the general requirements of those with a wide range of impairments and support them. The school office staff will make sure that there is support to access the school building.
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Discretionary Activities

11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Literacy Training	Instructional Coaches; Teachers	Help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental engagement.	TBD	Sign-in Sheets, Agenda, Flyer
Brochure- Promote Parental Engagement in schools	Administration, Teachers, Title I Liaison, SEL	Providing materials to help parents work with their children to improve their	TBD	Brochure

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		children's academic achievement		
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Barriers

<p>12. Does the plan include: 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>College Park Middle School will provide the Parent and Family Engagement Plan (PFEP) in English, Spanish, and Haitian Creole, upon request. Parents will be sent notification of the plan in the school newsletter, website, and made available in the front office. All correspondences regarding parent meetings will be created in the aforementioned languages and distributed to parents to increase participation. Translators will be made available when needed. To the extent possible, information related to the school, parent programs and meetings, and other activities will be sent to the homes of participating students in the language used in such homes. In carrying out the parent engagement requirements, College Park Middle will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that parents understand. College Park Middle will provide an opportunity to parents with disabilities to request the auxiliary aids and services of their choice (such as sign language interpreters and large print or materials in Braille) to ensure meaningful participation in the different types of programs or activities carried out to implement the Part A provisions. We at College Park Middle School, will make reasonable adjustments for disabled children, parents, staff and visitors. We will anticipate the general requirements of those with a wide range of impairments and support them. The school office staff will make sure that there is support to access the school building.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Transportation/Work Schedules (African Americans, Spanish and Haitian Creole)	Parents are offered meetings at surrounding community centers and/or virtually.
Lack of knowledge/interest in the educational process (African Americans, Spanish, and Haitian Creole)	Provide sufficient staff/aids for translation services
Parents do not know how to help their child (African Americans, Spanish, Haitian Creole and Whites)	Provide parent information at meetings and on school website on helping their child at home
Phone accessibility (African Americans, Spanish, Haitian Creole and Whites)	Provide written communication

School-Parent Compact

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<p>13. Does the plan include: 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>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p>
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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 evidence by

This policy/plan was adopted by the school on **August 10, 2023** and will be in effect for the **2023-2024** period of .

The School will distribute this policy to all parents of participating Title I, Part A children on or before **November 3, 2023** .

Signature of Authorized Personnel	
Date	

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