

2023-2024 Parent and Family Engagement Plan

School Name	Meadowbrook 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 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>1. Does the mission statement include: 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>The mission for Meadowbrook Middle School is to continuously provide opportunities for parents to attend school based activities that will help transcend the school and the community towards success. Meadowbrook Middle School believes that the shared responsibility of student's education come from strong parental and family engagement.</p> <p>Meadowbrook Middle School is committed to working with parents and family to develop activities that will support high quality instruction needed for all learners to be successful academically. To achieve this, we will host multiple curriculum nights aligned to grade level standards so that instructional strategies can be modeled for home and school.</p>
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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>We will involve parents by sending out notification in a timely fashion for parents to attend student engagement activities. These notifications will be sent via email, connect orange messages by administration, flyers, and the marquee.</p> <p>We will solicit parental involvement for our School Advisory Committee. On the SAC, we will garner input from those parents as to what should be included in both the school improvement and parental involvement plans. We will also review, plan, and involve those parents in the decisions regarding how funds for parental involvement will be used.</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>Meadowbrook Middle School will coordinate and integrate parent and family engagement activities through planned events throughout the school year. These programs are designed to teach parents how to work with their child(ren) in accordance with best known practices that are linked to learning. Below you will find programs and coordination for all school based programs.</p>
Program	Coordination
Varying Exceptionalities ESE-IDEA	The school will work with the VE teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEPs. An opportunity for orientation to middle school will occur in the summer.
Title I	The Principal and Title 1 Contact will coordinate with the Title 1 office to provide opportunities for parent and family engagement at home, at school, and in the community.
Title II	Funds will be allocated to pay teachers' supplemental monies to provide academic tutoring services to students so that they can increase academic achievement and provide tips for parental support of academics in the household.
Title III	Provides funding for our ELL students' Imagine Learning to support their oral language development.

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Title X	McKinney Vento Program provides support to our homeless students to meet entire family's physical, social and academic needs by providing them with resources to increase parental involvement and student achievement.
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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), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Meadowbrook Middle School will host the Annual Title 1 Parent Meeting to inform parents and families of the expectations of being a Title 1 school. We will host one meeting to educate parents on the annual yearly progress, school choice, and the rights of parents.</p> <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p style="padding-left: 40px;">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 victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at http://www.fldoe.org/bsa/title_1 /title_ compile.asp and our district's Title I website https://www.ocps.net/departments/title i.</p>
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	Below are the specific steps that Meadowbrook Middle School will take to conduct the Title 1 Annual Meeting		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Parents notified of Annual Meeting	Parents notified of Annual Meeting	August 2023	Connect Orange detailed report
Online Flier	Assistant Principal	August 2023	Flyer distributed through school website and Social Media
Marquee	Assistant Principal	August 2023	Sign-In Sheet
Canvas	Assistant Principal	August 2023	Sign in Sheet
Annual Parent Meeting will be held to discuss Title 1 requirements and the rights of parents	Assistant Principal	August 2023	Parent Sign-In Logs, Power point Presentations

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>The school will hold meetings both in the morning and after school. Morning meetings will be scheduled for 8:45 am and afternoon meetings will be between 4:30 pm and 6:30 pm.</p> <p>Also, we will provide morning conferences and home visits to serve as additional alternatives to discussing student's academic performance if parents cannot make meetings because of child care situations or transportation.</p>
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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</p>	<p>Meadowbrook Middle School believes that every Mustang (parent and student) should strive to exceed every expectation. By building capacity in all stakeholders, we expect for the academic success of our students to rise to new heights. Activities will be provided throughout the school year to help build positive relationships with all stakeholders. Community members are welcome to partner with us through our ADDitions Coordinators.</p>
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<p>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>Our Secondary Engagement Liaison (SEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below are steps that Meadowbrook Middle School will take to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Curriculum Content Nights	Instructional Coaches	Gives parents or guardians the opportunity to understand content standards based instruction through academic games led by teachers	September 2023 through April 2024	Parent Sign-In Sheets, Google Parent Surveys
Fine Arts Nights	Instructional Staff	Gives parents or guardians the opportunity to see how the fine arts program benefit student achievement	September 2023 through May 2024	Parent Sign-In Sheets, Google Parent Surveys
Battle of the Books / Books-A-Million Marathon	Media Specialist and Assistant Principal	Help with literacy proficiency to increase Florida Standards Assessment Reading Scores	January 2024 - April 2024	Google Parent Surveys
Community Clean Up Outreach	Principal and Assistant Principal	Helps build awareness and togetherness about keeping the community clean.	September 2023- April 2024	Sign-In Sheets

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Staff Development

<p>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]?</p>	<p>Meadowbrook Middle School will continue to build the capacity of all school staff throughout the year. Professional Development activities will be provided to staff members to increase their educational capacity and support their continued learning to enhance student achievement.</p> <p>Below are specific activities and task that Meadowbrook Middle School will implement to build capacity for meaningful engagement with all stakeholders.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent and Family Engagement Professional Development Module 1 - Building Strong Partnerships with Parents and Families	Assistant Principal SEL	Improved school staff resources to create a welcoming school environment, understand and value the importance of parent and family engagement, and maintain strong school to	October 2023 October 2023- November 3, 2023	Sign-in sheets, exit slips

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		home partnerships		
Parent and Family Engagement Professional Development Module 2: Building Ties Between Home and School	Assistant Principal SEL	Improved ability of staff to work with parents and families	January 2024 November 2023- January 2024	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 3: Implementation and Coordination of Parent and Family Engagement	Assistant Principal SEL	Increased parent and family participation in school activities which support student achievement	March 2023 January 2023- March 2024	Sign-in sheets, exit slips
Parent and Family Engagement Professional Development Module 4: Communicating and Working with Parents as Equal Partners	Assistant Principal SEL	Improved relationship, communication and collaboration between parents and school	April 2024 March 2024- May 2024	Sign-in sheets, exit slips
Staff Development	Principal and Assistant Principal	Focused professional development trainings for teachers that will improve the academic advancement of our students and build positive	August 2023- May 2024	Sign-in sheets, exit slips

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		relationships with our parents	
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Other Activities

<p>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]?</p>	<p>Partnering with Orange County School Board, we will invite and encourage our families to attend parent academies that provide parents with access to information to improve their academic and wellness performance.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Supplemental Academic Instruction	Principal and Assistant Principal	Ongoing	At-risk students are encouraged to participate in before school and after school tutoring programs to increase proficiency in the classroom and on standardized test.
Parent Academy	Principal and Assistant Principal	August, 2023 Virtual Event	District Sign-In Sheets
Parent Academy	Principal and Assistant Principal	October 2023	District Sign-In Sheets
Parent Academy	Principal and Assistant Principal	November 2023	District Sign-In Sheets
Parent Academy	Principal and Assistant Principal	December 2023	District Sign-In Sheets
Parent Academy	Principal and Assistant Principal	January 2024	District Sign-In Sheets
Parent Academy	Principal and Assistant Principal	February 2024	District Sign-In Sheets
Parent Academy	Principal and Assistant Principal	March 2024	District Sign-In Sheets
Parent Academy	Principal and Assistant Principal	April 2024	District Sign-In Sheets

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Parent Academy	Principal and Assistant Principal	May 2024	District Sign-In Sheets
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Communication

<p>9. Does the plan include:</p> <p>How the school will provide timely information about the Title I programs?</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>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>	<p>The Title I Annual Meeting is held in August 2023.</p> <p>The school will provide timely information Connect Orange telephone messages one week prior to the date of the meeting or workshop.</p> <p>The instructional coaches and administration will host monthly parent curriculum nights to share information about the school's curriculum and programs, assessments used to measure student growth, and the levels with which students on grade level should achieve. Notification for these meetings will be via Connect Orange messages one week prior to the date of the meeting. The content of each meeting will be previewed and approved by the school administration.</p> <p>The administration will provide monthly opportunities for parents to share suggestions relating to their child's education.</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>The school will provide opportunities for parental involvement by communicating the dates, times, and locations of school programs to both the students and parents electronically/mail. We will continue to translate the written notices into Spanish and French-Creole for our parents who speak those languages. In addition, will have language translators to assist at meetings as needed. Parents with disabilities will be able to park in special designated</p>
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<p>A description of how the school will share information related to school an 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>areas. The school is wheelchair accessible. Also we will have sign language interpreter available if needed.</p>
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Discretionary Activities

<p>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.)</p>				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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>During the 2022-2023 school year, barriers that parents had in participating in family engagement activities came from child care needs, language, or parental work hours.</p> <p>To alleviate these barriers, the following steps have been put in place so that all families can engage in activities.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Child Care Needs	Provide parental activities that parents can bring their entire families too. Provide families with calming areas for small children

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Parental Work Hours	Provide alternative times for meetings and later start times for events.
Language	Provide on-site interpreters for Spanish and creole speaking families.

School-Parent Compact

<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>	Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.
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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 **Spring 2023** and will be in effect for the period of **2023-2024 school year** .

The School will distribute this policy to all parents of participating Title I, Part A children on or before. **10/31/20223**

Signature of Authorized Personnel	<i>John R. Miller, Principal</i>
Date	10/02/2023

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

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- 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