

2023-2024 Parent and Family Engagement Plan

School Name	Westridge 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

1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility? How the parent and family engagement	The mission of Westridge Middle School is to lead our students to success with the support and engagement of families and the community. Westridge Middle School feels strongly that parent and family engagement is a driving force in a child's education and is a shared responsibility. We are committed to working jointly with parents and families to develop a plan for activities and
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plan will assist in providing high quality instruction for all learners?	workshops that support high quality instruction needed for all learner to be successful. 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

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>Westridge 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 in English and/or other languages • Flyers • Newsletters • Connect Orange messages • School Website • And other known best practices. <p>At Westridge Middle School parents and families are involved in planning, reviewing, and improving Title 1 programs, including involvement in the decision making of how funds for Title 1 will be used by:</p> <p>Attending School Advisory Council (SAC) meetings, Multilingual Parent Leadership Council (MPLC), and Title 1 Annual Meeting.</p> <p>Participating in parent and family engagement activities within the school.</p> <p>Reviewing academic data and the previous school year's Parent Engagement Plan.</p>
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Coordination and Integration with Other Federal Programs

3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities? How the school will coordinate and integrate parent and	<p>Westridge Middle School will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child/children at home through the implementation of various best practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program.</p>
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family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?	
Program	Coordination
Varying Exceptionalities ESE- IDEA	Supplemental instruction support provided by Title 1 will be discussed with parents during development of student IEP.
Title I	Parent training sessions will be included in our Family Nights addressing strategies the parents can use at home with the students
Title II	Students that attend the ATS program for tutoring and enrichment will be invited to participate in a series of parent nights. Parents will be introduced to what students are learning, how to guide their student's career and education decisions, and how to further assist their students at home.
Title III	Supplemental instructional support provided to schools to support ELL students will be discussed with parents during parent/teacher conferences and ELL Meetings.
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), school choice, and the rights of parents are covered at the annual meeting?</p>	<p>Westridge Middle School will host an annual Title I meeting to inform parents and families of children participating in Title I programs at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</p> <ul style="list-style-type: none"> • Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts. • School Choice via district handouts and policies • The right of parents via brochure and other resources. <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>Title I schools receive services from the largest federal aid 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 provides 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</p>
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	<p>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 a minimum proficiency on state academic achievement standards and state academic assessments. Providing services 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/policy/federal-edu-programs or our District's Title I website at https://www.ocps.net/departments/title_i</p> <p>Below are the specific steps that Westridge Middle School will take to conduct the Title I Annual Meeting.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Notice sent home to parents in English and/or other languages	Secondary Engagement Liaison (SEL)- Ms. Colon	August 2023	Copy of notice with date of dissemination
Annual meeting date posted on the marquee or website TBD by Principal	School Administrator or Secondary Engagement Liaison (SEL)- Ms. Colon	August 2023	Picture and date posted
Agenda and presentation materials developed	Secondary Engagement Liaison (SEL)- Ms. Colon	September 2023	Copies of Agenda
Develop sign-in sheets	Secondary Engagement Liaison (SEL)- Ms. Colon	September 2023	Sign in sheets
Conduct Title I Annual Meeting	Administrator or Title I Coordinator or Secondary Engagement Liaison (SEL)- Ms. Colon	September 2023	Invitation Flyers/ Agendas/ Sign in Sheets
Maintain Documents	Title I Coordinator-	2023-2024 School Year	Copies of documents

Flexible Parent Meetings

5. Does the plan include: How will the school offer a flexible number	Westridge Middle School will offer a number of flexible parents meetings by implementing the following:
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<p>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>	<ul style="list-style-type: none"> • Morning, afternoon, and evening opportunities for activities and teacher conferences. • Secondary Engagement Liaison- Ms. Colon will meet with parents in the mornings, afternoons or evenings to accommodate parent's schedules during the week. • Secondary Engagement Liaison- Ms. Colon will conduct a parent survey and use results to accommodate most requested times for school wide activities. <p>Our Secondary Engagement Liaison- Ms. Colon will be the main point of contact for parents to receive resources, support and information about activities that take place at Westridge Middle School.</p>
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Building Capacity

<p>6. Does the plan include:</p> <p>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>Westridge Middle School holds a variety of events and activities throughout the school year in order to assist parents in helping provide academic support to their children. We provide both internal and external workshops and activities that help strengthen these relationships. Our doors are open to the community through the implementation of activities before, during, and after school that our community members and organizations can volunteer their support through our Partners in Education (PIE) coordinator as well as our ADDitions coordinators.</p> <p>Our Secondary Engagement Liaison- Ms. Colon will be the main point of contact for parents to receive resources, support and information about activities at the school.</p> <p>Below are the specific steps that Westridge Middle School will take to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness

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Meet the Teacher	Leadership Team and Secondary Engagement Liaison (SEL)- Ms. Colon	Provide parents an opportunity to gather teacher and contact information prior to the state of the school year and allow the parents to meet the teacher in a positive setting	August 2023	Agenda, sign-in sheets, marquee, pictures.
Open House	All Faculty and Staff	Provide parents with an opportunity to meet the teacher and see how each classroom functions. This is also an opportunity for parents to provide and receive contact information.	September 2023	Sign-in sheets, handouts, flyers, connect-ed, marquee picture
Student Advisory Council- SAC	SAC Chair and members,	Parent involvement in the SIP, PRWP and Compact, increase student achievement.	Monthly meeting from September 2023 to May 2024	Sign-in sheets, agenda, flyers, and notes.
Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional staff and Secondary Engagement Liaison- Ms. Colon	Parents will interact with their students while learning a targeted skill.	Winter/Spring	Flyers, sign-in sheets, pictures, data
Date Night	Principal, Secondary Engagement Liaison- Ms. Colon	Increase awareness in schools current data as it pertains to school grade and discipline	Winter/Spring	Flyers, sign-in sheets, pictures, data
Orlando Science Night	Instructional staff, administration, and Secondary Engagement Liaison- Ms. Colon	Parents will interact with their students on different science rotations that are provided as an event in the school.	Winter or Spring	Flyers, sign-in sheets, pictures
6 th , 7 th , and 8 th Grade Award Ceremonies	Faculty and staff, and Secondary Engagement Liaison- Ms. Colon	Provide an opportunity for the parents to see their students rewarded for their hard work and efforts throughout the school year.	May 2024	Agenda, sign-in sheets, pictures, and flyers

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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>Westridge Middle School strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities that Westridge Middle School will implement to build capacity for meaningful parent and family engagement.</p>			
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
<p>Title I Annual Meeting</p>	<p>School Administrator or Title I Coordinator</p>	<p>Information given about assistance programs provided to the school to help support students academically</p>	<p>September 2022</p>	<p>Agenda, PowerPoint and Sign-in Sheets</p>
<p>Parent and Family Engagement Professional Development Module 1: Framing the Foundation of Parent Family Engagement</p>	<p>School Administrator or Secondary Engagement Liaison (SEL)- Ms. Colon</p>	<p>Improve school staff resources to create a welcoming school environment, and understand the four core beliefs that impact building relationships with parents and families</p>	<p>February 2023</p>	<p>Sign-in sheets and exit slips</p>

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Parent and Family Engagement Professional Development Module 2: Setting the Foundation to Create Strong Partnerships	School Administrator or Secondary Engagement Liaison (SEL)- Ms. Colon	Understand ways to create and maintain strong partnerships with parents and families Understand how to create a welcoming, culturally responsive, and respectful school environment	April 2023	Sign-in sheets and exit slips
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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]?	<p>Westridge Middle School will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> • The ESE and Guidance office have a resource center that includes information about but not limited to the following: • Homeless Education • Retention • Counseling Services • Exceptional Education Services • Behavioral Support Services • And other resources outside of the school
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	<p>The Media Center and Room 136 offers computer access to allow students and parent's access to district applications and other materials during extended hours weekly.</p> <p>District Parent Academies and Virtual Academies offered throughout the year.</p>		
Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Love Pantry, Kids-Closet , and Second Harvest	Secondary Engagement Liaison (SEL)- Ms. Colon	Ongoing	Parent Registration, sign-in sheets.
Virtual Academy	Secondary Engagement Liaison (SEL)- Ms. Colon	Ongoing through the 2023-2024 school year	Pictures, flyers, parent registration
Parent Academy	Secondary Engagement Liaison (SEL)- Ms. Colon	Ongoing through the 2023-2024 school year	Pictures, flyers, parent registration

Communication

<p>9. Does the plan include: 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/</p>	<p>Westridge Middle School will maintain timely communication about Title I programs through the following:</p> <ul style="list-style-type: none"> • Hosting the Title 1 Annual Meeting <p>Teachers and other staff members will support parents' understanding of curriculum, forms and assessment used to measure progress and expected achievement through the following:</p> <ul style="list-style-type: none"> • School Compacts • Skyward • Parent Conferences • Connect Orange Messages • And other school communication methods. <p>Parents will be included in the formulation of suggestions and decision making through the following:</p> <ul style="list-style-type: none"> • One-on-one meetings with teachers, administrators, and/or support personnel • Parent Surveys
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<p>families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<ul style="list-style-type: none"> Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and School Compact <p>If the school-wide plan is not satisfactory to parents, feedback will be presented at the SAC meeting for discussion, review, and needed updates.</p>
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Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families? 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>Westridge Middle School will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families.</p> <ul style="list-style-type: none"> Family Nights will be presented in multiple languages to service our ELL families. Offer activities at multiple times through the day for parents and families to participate during the morning, evening, and afternoon. <p>We will share information through various best-known practices in multiple languages in order to reach the highest number of parents and families. The following outline some of these methods:</p> <ul style="list-style-type: none"> Home-to-school and school-to-home communication in English and/or other languages Flyers Newsletters Connect Orange messages School Website And other known best practices TalkingPoints
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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</p>	<p>Westridge Middle will utilize Title I, Part A funding for additional activities to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and task that Westridge Middle School will implement that are funded by Title 1, Part A</p>
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for meetings, activities related to parent/family engagement, etc.)				
Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conduct in-home conference between teachers and/or other educators, who work directly with participating children, with parents who are unable to attend those conferences in school.	Principal, staff, teachers, Secondary Engagement Liaison (SEL)- Ms. Colon	Intense focus on student achievement, high performing dedicated teams, sustained community engagement	August to May	

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>Westridge Middle School, after reviewing the previous years' Parent and Family Engagement Plan and accompanying feedback, acknowledges the existence of the following barriers to parent and family engagement:</p> <ul style="list-style-type: none"> • Communication in multiple languages • Economically disadvantaged (FRL) Provided • Education <p>Below are the specific steps that Westridge Middle School will take to address barriers that existed in the previous years.</p>
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Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language Barrier (ELL)	Increase communication sent home in the form of flyers, invitation and connect orange in multiple languages.
Economically Disadvantaged	Provide food during some evening events, free lunch for all students, Food Pantry, clothing, Thanksgiving basket, Angel Tree at Christmas.
Education Barriers	Explain education terminology in a way that all able to understand, and provide for translation into native language.

School-Parent Compact

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?	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 and will be in school on effect for the period of 2023-2024

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

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Signature of Authorized Personnel <i>Michele L. Jefferson</i>	
Date 11-2-23	

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