


## Southwestern Middle School Title I, Part A Parent & Family Engagement Plan (PFEP).

I, Jacquese Copeland, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
- Jointly develop/revise with parents the school Parent & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP);
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP;
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- Provide each parent timely notice when their child has been assigned to or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

  
Signature of Principal or Designee

9/27/19  
Date Signed

**\*\*Please use the data from the school's survey(s) (*Advance Ed and 5Essentials*) to complete this Parent & Family Engagement Plan!**

### Mission Statement

#### Parent & Family Engagement Mission Statement

Southwestern Middle believes that parent involvement is essential to student achievement. Parents are key partners in supporting our students' ability to become successful. The Parent & Family Engagement Plan strengthens our partnership with parents as we work together to provide the best education possible for our students. At Southwestern, we know that through the collaborative efforts of all who support our students, we are dedicated and committed to the education of EVERY student.

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### Engagement of Parents & Families

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used.

The School Advisory Council (SAC) meetings are held on the second Monday of the month at 4:45 p.m. in the media center. SAC is responsible for the planning, review, and improvement of the Title I Program. Parents are encouraged and invited to attend. Membership applications are available throughout the school year. SAC members provide input on the Parent and Family Engagement Plan, Title I budget, and other plans related to school improvement. Parent surveys are also used to solicit parent input from parents and documented in SAC meeting minutes.

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### Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI.

count	Program	Coordination
1	Title I, Part C	Parental support is offered through migrant services such as translation, tutoring and other requested services.
2	Title IX Homeless	Title IX Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation. "What Families Need to Know about Homelessness and Public Education" pamphlets (English and Spanish) are available in designated areas. School counselors and family resource contacts (Success By Design) also have access and are encouraged to share pamphlets during parent conferences.
3	Title I, Part D	School counselors, teachers, and administrators participate in meetings to transition students back to school from the Department of Juvenile Justice, Halifax Behavioral, or other community day programs.
4	Title I Part A	After-school tutoring is offered. Supplemental materials and supplies are used to close the achievement gap. Supplemental funds for staff training are determined by the results of FSA data.
5	Title II	The school participates in district-provided ongoing professional learning in the core subject areas to ensure quality instruction and student success
6	Title III	Teachers monitor the progress of ELL students to identify specific needs and to target interventions or enrichment to ensure the appropriate path toward graduation. Additional support and resources are provided by the school to parents during the LEP committee meetings.

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### Annual Title I Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules.**

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish Annual Title I Meeting dates and activities	Administrators/ School Leadership Team	December 2019	Copy of agenda
2	Schedule Annual Title I Meeting times and locations to calendar	Principal/Title I Contact	December 2019	Copy of Master Calendar/automated phone messenger
3	Adapt Title I's Toolkit agenda & presentation of Title I Programs & Projects	Principal/Title I Contact	December 2019	Copy of agenda
4	Develop agenda, handouts, and presentation materials as available in the toolkit	Principal/Title I Contact	December 2019	Copy of agenda, handouts, sign-in sheets
5	Disseminate invitations/flyers	Principal/Title I Contact	November 2019	Flyer with date of dissemination
6	Invite parents to Annual Title I Meeting using Annual Title I Parent Meeting Toolkit	Principal/Title I Contact	November 2019	Copy of flyer/invitation, automated phone messenger
7	Develop Sign-in sheets/PowerPoint Presentation/ Conduct Meeting	Principal	December 2019	Copy of sign in sheets, agenda, parent input survey
8	Maintain documentation of required items for Annual Title I Parent Meeting	Principal/Title I Contact	December 2019	Copies of required items for Annual Title I Parent Meeting in binder located at school/Sharepoint

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parent and family engagement.

**Response:** SMS conducts a climate survey each Spring, asking for parent, student, and staff input on how we can continue to improve instruction and student achievement. We will offer a flexible number of meetings at various times of the day/night to accommodate families' needs. For example, Problem Solving Team and Parent Conferences can be scheduled throughout the week. Based on parent requests,

Student Led/Parent/Teacher conferences are scheduled and held on Mondays, Wednesdays, and Fridays; however, teachers make every attempt to meet based on the parent's schedule. SAC meetings are held monthly at 4:30 pm. Parents are encouraged to bring their children. Childcare services through Title I are available, if needed, during scheduled meetings. The media center computer lab is a quiet place available for other media services during parent meetings. Extended Learning, Intervention Programs and homework assistance are also offered, as needed.

Annual Title I Meetings offered flexible meeting times to accommodate parents who were unable to attend the night scheduled meeting. School Advisory Council (SAC) and Parent Teacher Student Organization (PTSO) meetings continue to be successful and will encourage more parent involvement. School Messenger, Remind, Twitter and other school media, are other effective promotional strategies to emphasize the importance of parent input and involvement.

When it comes to academic achievement, the sooner parents are involved in their child's education the better. In a series of sessions, parents can learn how to access FOCUS, FOCUS Parent Portal, state, district, school websites, and a host of helpful academic sites during designated Family Nights. Input for the School Improvement and Parent & Family Engagement Plan is solicited from parents; we schedule input times in the morning, afternoon, and evening to ensure that parents can participate.

### **Parent & Family Engagement Activities (Building Capacity)**

Describe how the school will implement activities that will build the capacity for strong parent and family engagement, in order to ensure effective involvement of parents and families and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents and families work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent and family engagement activities as parents may request.

<b>Count</b>	<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	"Southwestern Tigers Entering Proudly"- Sixth Grade Parent/Student Orientation	Administration/ 6th Grade Team	Workshops to inform families of the high expectations and standards children are expected to meet in each subject area; Provide ways for families to support the expectations and learning at home; help students/parent have a smooth transition into middle school	August 2019	Attendance
2	Family Science Night	Science Team	To increase parents' knowledge of science concepts; how to organize science fair projects that increase academic success	November 2019	Parent Exit Card, Sign-in sheets
3	Tiger Family Fun Fest	School Leadership Team	Provide parents with information on engaging ways they can help their students at home in each academic core area.	December 2019	Sign-In Sheets, and Parent Exit Card

4	Open House and Title I Annual Meeting	Assistant Principal	Provide information to parents on expectations and how parents can help increase their student's success.	December 2019	Sign in sheets; Title I survey
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### Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent and family engagement programs, and build ties between parents and schools.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	New Teacher Mentoring Program	Leadership Team	Providing new teachers with resources to communicate with parents and families; to provide teachers with resources to help parents at home increase family engagement with classroom activities; training on best practices to increase parental involvement and student achievement.	August 2019-April 2020	New Teacher Feedback/Survey
2	ELL Parent Communication	ELL Contact	To provide teachers strategies that meet the needs of families from diverse cultures; to support learning, to collaborate and bridge the differences between home and school to help increase student achievement.	January 2020 – February 2020	Staff Presentation & Sign-in sheets
3	Building ties between school and home	School Counselors/ Principal	To improve the ability of teachers to work effectively with parents and to increase student achievement.	October 2019	Sign in sheets, agenda, and minutes

### Communication

Describe how the school will provide parents and families of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

- If the schoolwide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency.

**Response:** Information about Title I Programs is provided through booklets/brochures and an informational PowerPoint presented during the Annual Title I Meetings. The Title I Parent Handbook is distributed to students during the first month of school and is included in all new registration packets. Additional handbooks are also available in the main office. Curriculum and assessment information is shared by teachers at Open House and during parent teacher conferences. Weekly automated phone messages, the school's website, the marquee, and Remind are used to share information with families. How to schedule Parent/Teacher Conferences is shared during our grade level orientation programs, located in the student handbook and on the school's website. School data is frequently shared and discussed during SAC/PTSO meetings. Parents may provide input to the school via parent surveys, conferences, emails, and parent input forms. If a parent is dissatisfied with the school-wide program plan, they will be asked to provide their comments to the principal who will then provide them to the Area Director. Information is communicated in languages that parents can understand through translation by our ESOL teacher and paraprofessional.

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### **Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

**Response:** Information regarding parent participation is provided to parents via the school website; automated phone messenger, parent/teacher conferences, student planners, workshops, and meetings. District information is available in English and Spanish. Southwestern has added an additional bilingual staff member. When requested, the district will provide a translator however, the school's bilingual Culinary teacher, ELL teacher, and paraprofessional are able to provide translations for non-English speaking parents. Parent guides in Spanish are available in the main office and the guidance department. Our ELL teacher and paraprofessional celebrate the achievements of outstanding ELL students. Community partners are scheduled as guest speakers during Hispanic Heritage Month.

Parents with special needs are accommodated. Southwestern Middle is handicapped-accessible. Southwestern Middle strives to have all families involved; while we realize that parents are comfortable with different levels of involvement, we work hard to include them in school activities.

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### **Upload Evidence of Input from Parents**

Please provide evidence of parent input in the development of the Parent & Family Engagement Plan (PFEP).

Please upload into SharePoint and keep copies for our records.

## Upload School-Parent Compact

Note: As a component of the school-level PFEP, 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.

Please upload into SharePoint and keep copies for your records.

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## Upload Evidence of parent and family input in the development of the School-Parent Compact

Note: Submit copies of actual parent/family input supporting the development and revision of the School-Parent Compact (i.e. minutes, surveys etc.).

Please upload into SharePoint and keep copies for your records.

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## Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

### Parent & Family Engagement summary (Building Capacity summary)

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I Annual Meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	"Southwestern Tigers Entering Proudly" – 6 <sup>th</sup> Grade Parent/Student Orientation	1	200	Sixth grade students were able to acclimate to Southwestern quickly and we had a decrease in the number of 6 <sup>th</sup> graders who were retained.
2	Open House and Title I Annual Meeting	1	250	Parents received curriculum information early in the school year to help their child through the school year.

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### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Engagement Workshop	1	60	Teachers were provided with resources to increase family engagement along with how to communicate with families.

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### Barriers

2019-2020

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation	Utilize Title I funds to provide transportation to events.
2	Scheduled Time of Meetings	Create flexible meeting times: morning and evening.
3	Non-participation of African-American Parents and Students	Increase communication of events include local churches and neighborhood community centers.

### Best Practices (Optional)

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1		
2		
3		
4		

**Please return completed Parent & Family Engagement Plan (PFEP)  
to your Parent & Family Engagement (PEF) facilitator by**

***PFEP must be signed by the Principal and approved by PEF  
prior to upload to CIMS***