



2021-2022

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;
- Engage 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;
- Engage 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

9/30/2021

Date Signed

****Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!**

(Each section with a table should have multiple entries, please add rows as needed).

Mission Statement (optional)

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.

Engagement of Parents & Families

Describe how the school will engage 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.

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 II	The school participates in district-provided ongoing professional learning in the core subject areas to ensure quality instruction and student success
3	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.
4	Title IX, Homeless	Services are provided to homeless families to ensure that students have school supplies, community resources, and transportation.

Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings 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 dates for Annual Title I meetings	Administrative Team	August 2021	Copy of Master Calendar, automated phone messages, flyers, school website, school marquee, sign-in sheets
2	Disseminate invitations/flyers, advertise	Assistant Principal/Title I Contact	September 2021	Copy of flyer/invitation, automated phone messenger, school website
3	Gather information on Title I, prepare agenda and sign-in sheets/PowerPoint Presentation/Conduct Meeting	Assistant Principal	September 2021/January 2022	Copy of sign in sheets, agenda, handouts, and parent survey
4	Maintain documentation of required items	Principal/Title I Contact	September 2021/January 2022	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, childcare, or home visits, as such services related to parent and family engagement.

SMS conducts a climate survey (Panorama), 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/evening to accommodate families' needs. Based on parent requests, 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/need. SAC meetings are held 4 times a year at 4:45 pm. As needed, the school works with families to ensure transportation and childcare needs are met.

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 engagement of parents and families and to support a partnership among the school, 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.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House / Title 1 Meeting	Assistant Principal	Provide information to SMS families and ensure expectations are communicated.	September 2021 / January 2022	Sign-in Sheets / Surveys
2	Literacy Night – Winter Wonderland	School Leadership Team	Provide families a way to engage in learning through reading.	December 2021	Sign-in sheets
3	Spring Showcase	School Leadership Team	Provide families the opportunity to see student work and activities.	March 2022	Sign-in Sheets / Surveys
4					

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 2021 – May 2022	New Teacher Feedback/Survey
2	League of Mentors	Assistant Principal	Provide staff members the opportunity to build relationships with students which will help with classroom engagements.	September 2021 – May 2022	Feedback / Survey

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.
- 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, and the marquee are used to share information with families. Parent/teacher conference scheduling is shared 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. Information is communicated in languages that parents can understand through translation by our ESOL teacher and paraprofessional.

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.

Information regarding parent participation is provided to parents via the school website; automated phone messenger, parent/teacher conferences, workshops, and meetings. District information is available in English and Spanish. When requested, the district will provide a translator. The school's bilingual Culinary teacher, ELL teacher, and paraprofessional can provide translations for non-English speaking parents. Parent guides in Spanish are available in the main office.

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.

UPLOADS

Please have all uploads reviewed by the Title I Parent & Family Engagement Team Representative prior to uploading.

Upload Evidence of Input from Parents

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

Please upload reviewed evidence into SharePoint and keep copies for your records.
2021-2022

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 reviewed compact into SharePoint and keep copies for your records.

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 reviewed evidence for compact into SharePoint and keep copies for your records.

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

Parent & Family Engagement summary (Building Capacity Summary)

Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.

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 Meetings.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	"Southwestern Tigers Entering Proudly"- Sixth Grade Parent/Student Orientation	1	200	Inform families of high expectations and standards students are expected to meet in each subject area; provide ways for families to support learning at home; help students/parents have a smooth transition to middle school.
2	Open House and Title 1 Annual Meeting	1	250	Families received curriculum information at the beginning of the school year in order to help their student have a successful school year.

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	New Teacher Mentoring Program	2	14	New teachers were provided with resources and support to have a successful school year. (Information on increasing family engagement and communicating with families was reviewed.)

Barriers

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/Guardians and Students	Increase communication of events: include local churches and neighborhood community centers.
4	Childcare	Create events that are family friendly.
5	Language (ELL)	Translate information as needed for families.

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		

Submission Procedures:

1. Please submit completed Parent & Family Engagement Plan (PFEP) to the Title I Parent & Family Engagement office.
2. Once the PFEP is approved the Title I Parent & Family Engagement office will return the PFEP for signature.
3. Email approved/signed PFEP to Title I Parent & Family Engagement office for uploading.

If you have any questions, contact Sheila Rees ext. 44740

Approval check by PFE