



2025-2026

Title I, Part A Parent & Family Engagement Plan (School PFEP)

I, Dr. Tai Swift, 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 information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

A handwritten signature in blue ink, appearing to read "Dr. Tai Swift", is written over a horizontal line.

Signature of Principal or Designee

10/7/2025

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

Response:

Southwestern Middle believes that parent involvement is essential to student achievement. Parents/guardians 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.**

Response:

The School Advisory Council (SAC) meetings are held once per grading period at 5:00 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 in the Parent and Family Engagement Plan, Title I budget, and other plans related to school improvement. Parent/family surveys are also used to solicit parent/guardian input from families and are 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.

	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 ELLs to identify specific needs and to target interventions and/or enrichment. This aids in ensuring ELLs are on the appropriate path toward graduation. Additional support and resources are provided by the school to parents/guardians during the LEP committee meetings.
4	Title V	Services are provided to low-income families to ensure that students have school supplies, community resources, and appropriate clothing so that students can be successful.

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. One in the fall and one in spring is suggested.**

	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish Dates for Annual Title I Meetings	Administrative Team	August 2025	Copy of school's master calendar, flyers, school website, social media
2	Advertise for Annual Title I Meetings	Assistant Principals & Title I Contact	September 2025; Jan/Feb 2026	Copy of flyer/invitation, school website, school social media, school weekly newsletter
3	Gather Information on Title I; Prepare handouts and sign-in sheets; Present/Conduct Meeting	Assistant Principals & Title I Contact	September 2025; Jan/Feb 2026	Copy of sign-in sheets, handouts, parent survey
4	Provide PPT of the meeting to parents who were not able to make it.	Assistant Principals & Title I Contact	September 2025; Jan/Feb 2026	Copy of email/notice sent to families
5	Maintain Documentation of Required Items	Principal/Title I Contact	September 2025; April 2026	Hardcopy of required items for the Annual Title 1 Parent Meeting kept in a binder on the school campus as well as OneDrive.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening

Response:

SMS conducts a climate survey, 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/guardian requests, conferences are scheduled on Tuesdays, Wednesdays, and Thursdays in the morning. However, teachers make every attempt to meet based on the parent's schedule/need. SAC meetings are held four times a year at 5:00 p.m. As needed, SMS 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. A minimum of three academically focused activities are required.

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House and Annual Title I Meeting	Assistant Principal	Provide information to families regarding expectation and how families can help increase their students' success.	September 2025	Sign-in sheets and Family Feedback Survey
2	Parent Academy #1 – Family Tech Night	School Leadership Team	Provide information to families regarding the various technology-related supplemental resources for each core area and how families can support	September 2025	Sign-in sheets and Family Feedback Survey

			students at home.		
3	Winter Family Learning Fest	School Leadership Team	Provide families with information on engaging ways they can help their students at home in each academic core area.	January 2026	Sign-in sheets and Family Feedback Survey
4	Multicultural Night	School Leadership Team	Educate families on the various cultures around us and how they can assist students with being more understanding of those with whom they interact which will help build a positive culture on campus.	March 2026	Sign-in sheets and Family Feedback Survey
5	Parent Academy #2 – Family Testing and Bingo Night	Testing Coordinator and Administration	Build and support a culture of collaboration and unity with families and the community to support student learning as well as share information with families on the upcoming state assessments and how to further assist students at home.	April 2026	Sign-in sheets and Family Feedback Survey

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. Staff Training focusing on “Building Capacity”**

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Partnering with Families	School Principal	Improved teacher/parent relationships will positively impact student success.	October 2025	Sign-in sheet, agenda, minutes, and feedback survey.
2	Shared Decision Making	SAC Chair	Faculty/staff as well as other stakeholders will understand how to work with families to do what is in the best interest of students.	October 2025	Sign-in sheets, agenda, 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

June 2025 / 25 -26 plan

- 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. Title I Parent Handbooks are available in the main office for families. Curriculum and assessment information is shared by teachers at Open House and during parent-teacher conferences. Weekly family newsletters, the school's website, the school's marquee, and social media are used to share information with families. Parent-teacher conference scheduling is shared in the student handbook, on the school's website, and in the weekly family newsletter. School data is 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 via online means, our ESOL teacher and/or paraprofessional, or another staff member on campus designated for translation services.

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, weekly newsletter, parent/teacher conferences, parent academies, and meetings. District information is available in English and Spanish. When requested, the district will provide a translator. The school's ELL teacher and/or paraprofessional, and another designated staff member provide translations for non-English speaking families. Parent guides in Spanish are available in the main office.

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

UPLOADS

Parent and Family Engagement Plan

Per Florida DOE Title I compliance, all schools are required to complete a Parent and Family Engagement Plan in conjunction with the School Improvement Plan (SIP) goals. **A copy of the completed and signed PFEP must be uploaded to the Title I Compliance TEAMS folder.**

School-Parent Compact (Elementary school only)

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. **Copies of completed and signed compacts must be uploaded to the Title I Compliance TEAMS folder.**

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.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Academy	2	100	Provide information to families regarding the various technology-related supplemental resources for each core area and how families can support students at home. Build and support a culture of collaboration and unity with families and the community to support student learning as well as share information with families on the upcoming state assessments and how to further assist students at home.
2	Winter Wonderland	1	210	Provide families with tools and resources to better assist their students at home with their learning specific to each core content area.
3	Open House and Annual Title I Meeting	1	250	Families received curriculum information at the beginning of the school year in order to help their student have a successful, productive school year.
4	Multicultural Night	1	130	Educate families on the various cultures around us and how they can assist students with being more understanding of those with whom they interact which will help build a positive culture on campus.

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.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Partnering with Parents	1	60	Improved teacher/parent relationships will positively impact student success.

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).

	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Time of Meetings	Create flexible meeting times for families and survey families as to what time works for them.
2	Low Participation of African American Students and Families	Increase the communication of events and include local churches and neighborhood community centers.
3	Childcare	Plan events that are inclusive of the entire family.
4	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)

	Content/Purpose	Description of the Activity
1		

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 by the Parent Facilitator and initialed, it will be returned for signature and the watermark will be removed. Upon receiving an approved copy PFEP, upload it to the Title I Compliance Teams folder that will be shared with you through the Title I Compliance office at the beginning of the school year and keep a copy for your records. If you have any questions about compliance, please call Kristie Long, Federal Program Compliance Specialist, extension 23512.
3. Please make a copy available for parents to review as needed.

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

Approval check by PFE	JM
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