

2025 – 2026
Parent and Family Engagement Plan

R. Frank Nims Middle School

School

Meeting Date:	Approval Date:	Mid-Year Review:	End-of Year Review:
4/10/2025	4/10/2025		



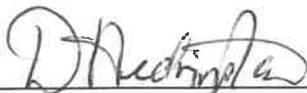
2025 – 2026 Parent and Family Engagement Plan

School Name	R. Frank Nims
LEA	Leon County Schools

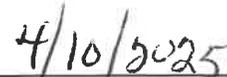
I, Deshone D. Hedrington, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; 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 outlined in Section 8101, ESEA; as amended by ESSA.
- Involve parents/families 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 and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- 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 to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- 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



Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

The mission of R. Frank Nims Middle School is to support an academically engaging and safe school environment that allows students to become responsible leaders and self-supporting members of our school, community, and society.

Engagement of Parents

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 [Sections 1116].

Response:

Parents of Nims Middle School students will be involved continuously, organized, and timely through various means. Parents will be involved in deciding how funds for parental involvement are used during the Annual Title I meeting as the precursor to the 2025-2026 school year. As part of the Annual Title I meeting, parents will understand how the Title I program is funded by the federal government and the guidelines of how funds may and may not be spent.

Nims Middle School has SAC meetings that allow parents to make suggestions and recommendations on how we can better serve them and our students academically. Parents will be provided with various resources and information concerning the Title I program. Nims Middle also makes sure parents are involved in the decision-making process.

Parents will be notified via flyers, FOCUS, school marquee, or social media of upcoming events, which involve making decisions about funding for parental involvement activities.

The principal will allocate Title I funds for light refreshments or light meals to support parent attendance.

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 V [Section 1116].

Count	Program	Coordination
1	Title I, Part A	To increase student's achievement, the parents and district parent liaison will provide professional development for staff regarding the Title I program. Parents will be informed of Title I resources for academic tutoring and parent workshops.

2	Title II	The school administration will provide professional development to teach faculty and staff strategies to support their students and families to increase student achievement.
3	Title III	To increase student achievement among English Language Learners (ELLs), parents will be provided school communications in their native language, where appropriate. Parents will be provided with strategies for supporting students at home through parent conferences and Title I parent workshops.
4	Title IV, Part B 21 st Century	To increase student achievement, students will be provided after-school opportunities for academic enrichment, including providing tutorial services to help students reinforce and complement the regular academic programs of participating students.
5	Title IX	To increase student achievement, Nims supports our homeless students through the McKinney Vento Program. Identified families and students will be provided information about resources and services offered by the FIT program and the school social worker.

Annual 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 (school-wide or targeted assistance), Adequate Yearly Progress, 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 [Section 1116]. ***Include translated version of all documents.***

Steps	Annual Title I Meeting(s) Activities/Tasks	Person(s) Responsible	Timeline	Evidence of Effectiveness
A	Determine date for Annual Title I Meeting	Administration	August/ September 2025	
B	Prepare presentation, handouts, and agenda	Administration	August/ September 2025	Copy of: presentation, handout, agenda
C	Create notification informing families of the meeting (include translated versions)	Administration	August/ September 2025	Copy of: notification
D	Create sign-in sheet "Annual Title I Meeting" (include school name; date; location; time; parent/guardian's name; student name(s); phone number; email address; and role) and create evaluation	Administration	August/ September 2025	Copy of: sign in sheets, survey results
E	Distribute initial meeting notifications at least three (3) weeks prior to the meeting date	Administration Media Specialist Tech Con	At least three (3) weeks prior to the meeting	Copy of: notification, survey results
F	Distribute notices via various platform i.e. website; social media; marquee; Parent Portal; Remind, student agenda book	Administration Media Specialist Tech Con Teachers	One (1) week prior to the meeting	Copy of: notification, survey results

G	Conduct meeting and record minutes	Administration	August/ September 2025	Copy of: sign in sheets, agenda, minutes, survey results
H	Provide opportunities for feedback	Administration	August/ September 2025	Copy of: Parent Feedback forms, survey results
I	Complete and upload required documentation for compliance to SharePoint folder	Parent Liaison Compliance Contact	By September 30, 2025	Copy of: notification, agenda, minutes, sign in sheets, presentation, handout, survey results

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response:

R. Frank Nims Middle School will accommodate as many parents as possible by hosting our activities/school functions before school, during school, and after school, and on some Saturdays. Parent/Teacher Conferences will be conducted in the morning or afternoon to accommodate parents' schedules. Regarding services related to parent and family engagement, the school will provide the same accommodations for timing. Also, Nims Middle School will provide refreshments, childcare, and translation services, as needed. R. Frank Nims Middle School also utilizes our social worker for home visits in cases that the needs arrive for positively impacting our students' welfare academically or socially. We will also offer technology-enhanced meetings (i.e., Zoom, TEAMS) to allow parents to attend digitally.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Family Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Orientation	Administration	Provide parents an opportunity to meet with teachers and become familiar with the structure of the school day.	1 st Semester	<ul style="list-style-type: none"> • Notification • Agenda • Sign-in Sheet • Parent Survey

		Teachers present strategies to enable parents to help their students have a successful school year. It also gives parents additional opportunities to become more involved in the school community.		
Annual Title I Meeting	Administration	To inform and to help families understand school procedures, the purpose of Title I programs, how Title I funds support the school, and ways to support academic achievement	By September 30th	<ul style="list-style-type: none"> • Survey results • Attendance log • Agenda • Notification of Meeting
Parent Workshop	Parental Involvement Committee	Provides parents information about Florida academic assessments as well as LCS promotion/retention requirements.	2nd Semester	<ul style="list-style-type: none"> • Notification • Agenda • Sign-in Sheet • Parent Survey
Parent Data Chats	Parental Involvement Committee	Provides parents with strategies and tips related to parenting for student achievement.	1 st Semester and 2 nd Semester	<ul style="list-style-type: none"> • Notification • Agenda • Sign-in Sheet • Parent Survey

Staff Training

Describe 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 parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

Staff Capacity Building: Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I PFE Training	Administration, Parent Liaison, or Principal Designee	Staff will be equipped with strategies designed to foster, strengthen, and improve communication with families.	By September 30, 2025	<ul style="list-style-type: none"> • Parent survey results • School Climate survey results • Sample parent communication documents
Faculty Meetings <ul style="list-style-type: none"> • Academic Inclusion • Mental Health 	Principal/Administration	Provide ongoing leadership and professional development for teachers as it relates	On-going	<ul style="list-style-type: none"> • Notification • Agenda • Sign-in Sheet • Presentations • Handouts

• Classroom Management		to student achievement and school safety.		• Climate survey
Leadership Team Meeting	Principal/Administration	Ensure school-based procedures and policies are effective and provide an environment conducive to learning	On-going	• Notification • Agenda • Sign-in Sheet Climate survey
Monthly Department Meeting	Administration, Teachers/Department Chairs	Provide the opportunity for teams to meet and discuss departmental concerns and upcoming school activities/events	On-going	• Notification • Agenda • Sign-in Sheet • Sample documents Lesson plans
School Intervention Team Meetings	Referral Coordinator	Determine interventions to be used to improve student achievement.	On-going	• Notification • Agenda • Sign-in Sheet • Student specific data

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [ESEA Section 1116].

Response:

R. Frank Nims Middle School will utilize various resources to assist parents and families with their needs. Some resources available to parents and families are as follows:

- Parent Resource Area
- Food Pantry
- The ESE and Guidance office has resources that include but is not limited to:
 - Homeless Education
 - Counseling Services
 - Behavioral Support Services
 - Social Connections Groups

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Response:

R. Frank Nims Middle School will maintain communication about Title 1 programs through the following:

- Hosting the Annual Title 1 Meeting

R. Frank Nims Middle School uses McGraw Hill (Study Sync) and (Reveal) curriculums for ELA and Math. The state progressing monitoring tool will be the form of academic assessment used to measure student progress and the achievement levels students must obtain. Teachers and other staff members will support parents' understanding of the curriculum, forms, and assessments used to measure progress and expected achievement; give timely information about the Title I programs; and provide opportunities for parents to participate through the following:

- Annual Title I Meeting
- Data Chats
- FOCUS
- Parent Conferences
- Remind

Parents will be included in the formulation of suggestions and decision making through the following:

- IEP/504 Meetings
- Parent Surveys
- Climate Survey
- Participation in SAC to review the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and school Compact

If the school-wide plan is not satisfactory to parents, feedback will be presented for discussion, review, and needed updates at the SAC meeting.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response:

R. Frank Nims Middle School will establish a host of opportunities for parents and families to participate in school activities by ensuring multiple access levels for parents and families. The following methods will be used:

- When possible, student performances will be presented in multiple languages to service ELL families.
- When possible, offer multiple offerings for events throughout the day to accommodate the schedules of parents and families.

Information will be shared through various mediums, in multiple languages when possible, to reach the highest number of parents and families. Below are a variety of methods for reaching parents and families:

- FOCUS
- School marquee
- Social media
- Flyers
- School Website
- Email
- Remind

And other known best practices as needed.

Discretionary Activities (Optional)

The Parent and Family Engagement Plan includes the following discretionary activities that the District, in consultation with parents, chose to undertake to build parents’ and families’ capacity for engagement in the school and school system to support their children’s academic achievement.

Count	Content/Type of Activity	Description of Implementation Strategy	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involve all stakeholders in the development of trainings for faculty, staff, and parents	Professional development will be aligned with School Improvement Plan (SIP).	Principal/SAC Chair	Professional development is based on specific teacher need(s) identified in school data and will be reflected in teacher DPP(s) or SLOs related to the SIP.	Involve all stakeholders in the development of trainings for faculty, staff, and parents
2	Provide parent trainings using funds allocated for Parent and Family Engagement	Provide training (literacy, math, science, communication, etc.) for parents as needed.	Parental Involvement Committee	This will enable parents to assist students with their schoolwork and provide learning opportunities for parents.	Provide parent trainings using funds allocated for Parent and Family Engagement

3	Provide opportunities for parents to invite other parents to increase involvement	Use outreach programs through SAC to get additional parents involved in school-based activities.	Parental Involvement Committee/SAC	This will build outreach initiatives for building parent capacity within the school community to better engage parents in supporting the child/children.	Provide opportunities for parents to invite other parents to increase involvement
4	Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.	Use outreach to community organizations such as business partners, mentors, and volunteers to increase parental involvement.	Parental Involvement Committee/Assistant Principals/SAC	Forges relationships between local community businesses, universities, and the school community serve as a thought partner for students on their academic journey and help empower students to become autonomous learners and agents of their change.	Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement 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) [Section 1116].

Barrier	Steps to Overcoming Barrier	Persons Responsible	Timeline
Busy Schedule	R. Frank Nims Middle School will accommodate as many parents as possible by hosting our activities/school functions before school, after school, and on some Saturdays. Parent/Teacher Conferences will be conducted in the morning or afternoon to accommodate parent's schedules	Administration School Counselor District ESOL Department	On-going

Provide 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)? [Section 1116].

Response:

R. Frank Nims Middle school will provide full opportunities for involvement in activities for all parents (including parents with limited English proficiency, disabilities, migratory children, and FIT) by ensuring that facilities are handicap accessible, translating text, and making the text more understandable. When feasible, information is provided in other languages. Google translate is the service used to provide translated documents to non-English speakers. When possible, translators will be provided at parent night activities and meetings through the LEA Language Line program. Additionally, R. Frank Nims Middle school provides (through School Counseling Services) family support which provides opportunities for parents and family members who are disabled, have limited English proficiency, and migratory children additional support. R. Frank Nims Middle school also provides flexible parent meetings to ensure parents and family members can attend activities at different times, accommodating their schedules.

Evaluation of the Previous School Year’s Parent and Family Engagement Plan

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 [Section 1116]. **Include participation data on the Title I annual meeting.**

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Orientation	1	210	Introduce students and families to teachers, inform parents and families of family involvement opportunities.
2	Open House/Annual Title I Meeting	1	85	Introduce families to grade-level specific curriculums information, Annual Title I meeting, review Title I requirements, inform the parent about upcoming family involvement opportunities
3	SAC	3	22	Provide information about involvement opportunities, review barriers, review expenditures, review previous involvement opportunities to improve and discuss school data, needs, and outcomes
4	Parent Workshop-Effective Feedback Title I Parent Workshops	2	15	Informed parents of ways they can provide feedback to support their children to improve a student's confidence, self-awareness, and enthusiasm for learning
5	Parent/Family Literacy Workshops/Hispanic Month	3	25	Provide parents with resources to help their child at home; other community resources and Title I information
6	Teacher Parent Conferences	125	132	Provide information to parents regarding students' academic progress and discipline with recommendations of strategies and methods to improve student achievement and discipline concerns.

7	Academic/ School Conduct Expectations	12	612	Provide parents with grade level expectations and school conduct expectations
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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 [Section 1116 (e)(3)].

Count	Content and Activity Type	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	School Intervention Team meetings	40	160	Determine interventions to be used to improve student achievement.
2	Faculty Meetings <ul style="list-style-type: none"> • Mental Health • Classroom Management • Academic Inclusion 	10	39	Provide ongoing leadership and professional development for teachers related to student achievement and school safety.
3	SAC Meetings	3	18	To ensure that all stakeholders are involved in joint decision-making to ensure the improvement of student achievement.
4	Monthly Team Meetings/Department School Based Threat Management Team Meetings	20	25	Provide the opportunity for teams to meet and discuss departmental concerns and upcoming school activities/ events.
5	Quarterly Progress Monitoring Meetings	3	150	Provide feedback on school and district data/ assessments.

Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other documents with parent input).

Submit Parent and Family Engagement Plan with principal signature.

Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Submit Parent-School Compact with principal signature.

Evidence of Parents/family members in development of Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1116(d)].

Evidence of parent input in the development of the compact.

R. Frank Nims Middle School 2025-2026 School-Parent-Student Compact

R. Frank Nims Middle School will:

- Provide curriculum and instruction that is rigorous
- Implement a blended curricula model using technology-based resources
- Provide additional academic support through corrective courses: Reading, Math, and Learning Strategies
- Offer advanced coursework with high school credit in middle school
- Create and implement content area pacing guides, focus calendars, and student-centered instruction
- Encourage frequent communication between home and school
- Provide parents with measured and open dialogue concerning their child's progress
- Provide parents reasonable access to teachers and staff
- Provide parents with opportunities to volunteer in their child's school, participate in their child's class, and observe classroom activities

Parents will support their child's learning in the following ways:

- Monitor attendance
- Make sure homework is completed
- Monitor the amount of screen time their child watches
- Participate, as appropriate, in decisions related to their child's education
- Promote positive use of their child's extracurricular time
- Stay informed about their child's academic and behavioral progress
- Read all notices from the school or the school district
- Serve, to the extent possible, on policy advisory groups or committees

Students will share the responsibility to improve academic achievement and will:

- Provide a quiet, distraction-free space for homework and studying
- Encourage reading at home (e.g., 20 minutes per night)
- Give parents or guardians all school related information the day it is received
- Be on time to each class
- Bring all required materials and supplies to class
- Support learning by engaging in educational activities such as family educational games

SIGNATURES:

Parent: _____ Date _____

Student: _____ Date _____

Teacher: _____ Date _____

Administrator:  Date 8/15/2025