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Florida Virtual Elementary School Title I, Part A Parent & Family Engagement Plan (PFEP) 2025-2026

I, Ryan Foster, 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 and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan 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 parent and family engagement plan and the joint development of the schoolwide program plan.
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent and 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 when the school submits the plan.
- Provide each parent with 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 or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified; and
- Provide each parent with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Principal signature 	Date Signed 9/22/25
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Mission Statement

Parent & Family Engagement Mission Statement (Optional)

Response: Florida Virtual Elementary School seeks to partner with families as we deliver high-quality digital learning on a robust online platform to achieve content mastery for student success by offering individual opportunities and maximizing student achievement.

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 engagement in the decisions regarding how funds for parent and family engagement will be used.

Response: Parent engagement is an integral part of student success. Florida Virtual Elementary School will involve parents in all aspects of its Title I programs. These programs will be planned and operated with meaningful consultation with parents of participating children, including the Parent and Family Engagement Plan (PFEP). The SAC has the responsibility of evaluating the various school level plans, including the SIP, PFEP and use of Title I funds. More than 50% of the members of the SAC members are parent (non-employee) representatives. All parents are invited to all meetings and given the opportunity to review the program and plans. Parents offer their input prior to final approval during the Annual Title I Meeting, the End of Year Annual Evaluation Meeting, throughout the year during SAC Meetings, and through emails and surveys. The PFEP was sent to all parents via webmail and placed on the Family Resource Center. Parents will also be provided with the Parent Satisfaction Survey twice a year (sent in the Fall and Spring) requesting their input regarding curriculum, parent engagement activities, Title I activities, school communication, and student achievement. Results are shared with parents and the School Advisory Committee to obtain suggestions for change.

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, Title VI and Title IX.

Count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of student IEP.
2	New Family Orientations	Parents are invited to attend important informational sessions to assist their students with all aspects of our program and how to help their children at home.
3	Title I	Parents are invited to attend sessions that help encourage family engagement.
4	Title III	Virtual information sessions will be provided to parents/families at least once each semester. Topics will include an explanation of the ESOL (English Speakers of Other Languages) program and services offered ways to assist their ESOL students at home (resources, strategies), state testing accommodations, procedures, and strategies for successful completion of courses. Parents will also receive monthly communication via email indicating their child's academic progress and any additional information they can use with their children to improve English proficiency.
5	Title IV	The Student Services Team will offer workshops to parents and families that support the social/emotional learning and mental health of their students.

6	Title IX	The student services department provides monthly parent workshops on topics that support students' academic, social, and emotional needs. The School Social Workers assess the needs of families and students in transition and identify barriers to academic success. The social workers monitor the academic progress of students and work closely with teachers to ensure that the student's needs are being met. The services include counseling services, open groups, quarterly academic reviews, and referrals to community resources, including laptop loaner programs and mobile hotspot/low-cost internet services.
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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 (schoolwide 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.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Implementation/Effectiveness
1	Determine the date, add to the FOCUS calendar. Develop agenda, and presentation materials that address the required components.	Family Engagement Coordinator	July-Aug	Date on FOCUS calendar. Copies of the agenda and presentation.
2	Develop and send invitation and add date to school calendar	Parent Liaison/Administration	Aug	Copies of communication to parents (email, text and/or phone call) and notifications report, screenshot of FOCUS calendar.
3	Advertise meeting	Family Engagement Coordinator/Parent Liaison	Aug-Sept	FOCUS (email, text and/or phone call), Family Resource Center, WAAG.
4	Conduct the Title I Annual Meeting and present information to parents regarding ways to be involved, adequate yearly progress (AYP), school choice, and the rights of parents	Family Engagement Coordinator	Sept	Agenda, final presentation, survey and survey results, recording, and attendance report.
5	Post to all parents the recording of Title I Annual Meeting and link to survey. To inform and provide all parents an opportunity to	Family Engagement Coordinator/Parent Liaison	Sept	Email to families with recordings sent with a link to survey. Week-At-A Glance (WAAG) sent out to families with recording. Survey questions and survey results. Missed It Link with recordings and slide deck.

	understand the Title I program and the rights of parents.			
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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 Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement.

Response: Florida Virtual Elementary School has the unique ability to communicate with parents in a variety of ways and at times that are convenient to parents. Meetings are held live virtually on various days and at various times throughout the week. Live sessions are recorded for the convenience of those who are unable to attend, thereby making the information available any day at any time. This provides flexibility for families to be involved. In addition, phone conferencing and video conferencing are available and used, so families are constantly provided with an opportunity for information. Agendas, minutes, and relevant information are readily available to all families as it is posted on the school website. Parents are informed that they may request meetings at any time of the year to discuss the Title I program, review our annual yearly progress, and suggest improvements. Parents are also given information about school choice and general needs of submitting their yearly intent to return for each school year. Survey tools, assessment information presentations, and family informational sessions will be planned throughout the year. These are scheduled at flexible times to provide parents with many opportunities to become involved and better understand their child's expectations and curriculum. Surveys will be used at parent meetings twice a year to determine preferred meeting times for most upcoming meetings. FOCUS allows parents to choose their preferred method of communication, and all required communications and notifications will be translated into the family's native language using translation tools and through the FOCUS portal language settings.

Due to the nature of Florida Virtual Elementary School's virtual structure, transportation, childcare, and home visits are not offered.

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 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.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Academic grades and assessments are reviewed through individual conferencing, text and/or emailing.	Teachers/ Administration	Parents will be provided with information about student assignments and assessments.	Aug-May	Student/ parent conference minutes, VSA (Virtual School Administrator) contact logs, and/or student progress reports and report cards.

2	School News	Support Staff/Administration	Parents stay informed of school events via Family Resource Center, Week at a Glance newsletter, school calendar, and SNN morning announcements.	Aug-May	Calendar and SNN recordings
3	Parent Support Sessions for (Building Parent Capacity) Family Engagement, Specialized Departments based on students' needs	Various Support Staff	Parents will be better equipped to support students	Aug - May	Copy of email invites and advertisement, recording, survey/survey responses, participation list
4	Onboarding course	Classroom teacher	Parents will have a better understanding of the systems and school expectations by reviewing and completing the onboarding course	Aug-May	Copy of VSA logs that includes a copy of welcome call notes and follow-up email sent. HR teachers speak to it during welcome calls

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, 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	Family Engagement Meeting	Parent Liaison/Principal	Teaches school staff how to implement parental engagement requirements and communicate more effectively with parents	Once a year/semester 1	Calendar invite, participation list, recording of presentation, & slides
2	Title I Staff Compliance Required Training	Family Engagement Coordinator	School staff will be trained on the value and utility of parents and	August	Agenda, participation list, recording of presentation, & slides

			the importance of effective communication		
3	Professional Learning Communities	Administration	Teachers will engage in PLCs to analyze data and change instructional practices to improve student performance and discuss ways to share student data with families.	Ongoing	Student performance on given assessments will improve.

Other Activities

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

Response: Florida Virtual Elementary School administration, teachers, and staff offer a variety of programs, resources, activities, and availability to support parents/learning coaches using all available technologies. Parents and students can attend face-to-face meet ups (per safety guidance for the year 25-26) At this time support events are all virtual events. Resources are made available to parents in the [Family Resource Center](#).

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 include the parents' comments with the plan that will be made available to the local education agency.

Response: Florida Virtual Elementary School effectively uses email, class time, FOCUS, and telephone conferencing to distribute information to parents who are typically online each school day. The Annual Title I Meeting will be held in September 2025. The meeting will provide parents with information about the Title I programs and opportunities available to parents so that they can become involved in their student's education. Parents will be involved in creating the Parent & Family Engagement Plan (PFEP) for the school and provide suggestions for parental engagement activities annually during the end-of-year program evaluation. Parents and teachers can discuss the curriculum, academic assessments, student expectations, and proficiency levels during phone conferences, orientation sessions, and SAC meetings. Parents can request meetings at any time throughout the year. The School Improvement Plan (SIP) is discussed with parents during a schoolwide meeting in early September. If parents have comments or suggestions about the SIP, parents can voice their concerns, and their feedback is considered before the SIP is finalized. Their suggestions can be

emailed to the Family Engagement Coordinator and/or Parent Liaison. Parents will receive a copy of the school and district PFEPs (Parent and Family Engagement Plan) and a link to access the plan on the Family Resource Center website. During parent conferences and meetings, teachers/school counselors will further share information on curriculum, promotion requirements, academic assessments, and how parents can be involved in and monitor their student's education. Translation services are available for parents who need them.

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: The school has access to bilingual staff members who can assist our non-English speaking parents. As a virtual school, Florida Virtual Elementary School can use technology and the working partnership between parents/learning coaches and the school staff to facilitate the full participation of parents who might otherwise face barriers to engagement. Parents with disabilities who might otherwise find it difficult to participate in their child's brick-and-mortar classroom readily interact in the virtual school. Parent communications are written clearly and concisely and easily understood by all parents. FOCUS allows parents to choose their preferred method of communication, and all required communications and notifications will be translated into the family's native language using translation tools and through the FOCUS portal language settings. Parents with disabilities are provided extra care by the child's teacher in understanding communications and student requirements. All parent activities are planned with all parents in mind, and accommodations are made for parents with limited English proficiency, disabilities, and migratory children.

Discretionary Activities

Discretionary School Level parent and family engagement plan Components Check if the school does not plan to implement discretionary parent and family engagement activities. Check all activities the school plans to implement:

☒ Not Applicable

Upload Evidence of Input from Parents

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

Please upload into SharePoint and keep copies for our records.

Upload Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

Upload Evidence of Parent and Family Engagement in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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.

Please upload into SharePoint and keep copies for your records.

Evaluation of the previous year's Parental & Family Engagement Plan

Building Capacity Summary

Provides 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	Annual Title I Meeting	1	27	Parent awareness of Title I and programs and services available to their students.
2	SAC Meetings	4	71	Parent awareness of standards, curriculum, student expectations and tools and strategies to help their students succeed.

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	Title I Staff Training	1	137	School staff will be trained on the value and utility of parents and the importance of effective communication. They will understand Title I and services provided to better share with parents.
2	Family Engagement Meeting	1	226	School staff will gain an understanding of the Parent Liaison's role and insight of best practices in parent engagement programs.

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	Based on the 2025 End of Year Survey, parents indicated a strong desire for more opportunities for socialization for their students.	Continue to offer students virtual enrichment opportunities, four in-person meetups, and a schoolwide field trip to Universal. Add an additional schoolwide field trip.
2	Based on 2025 End of Year Survey, parents desire a user-friendly platform that consolidates links and resources in one place.	FVES will utilize Clever, a single-sign-on platform that allows students to log in once to access all of their assigned digital resources and access to important links in one location.

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		