

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

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

Signature of Principal or Designee

*Suzanna Pacheco*

Date Signed

9/22/25

## Mission Statement

### Parent & Family Engagement Mission Statement (Optional)

**Response:** Florida Virtual High School seeks to partner with families in reaching their post-secondary goals as we deliver high-quality digital learning on a robust online platform to achieve content mastery for student success by offering individual opportunities and to maximize 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 High 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 school-parent compact. The SAC is responsible for evaluating the various school level plans, including the SIP, PFEP, and Title I funds. More than 50% of the members of the SAC 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 email and surveys. The PFEP will be sent to all parents via webmail in FOCUS and placed on the Family Resource Center webpage. Parents are also provided with the Parent Satisfaction Survey at the beginning of the year and the end of the year 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 development of student IEP (Individualized Education Program).                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2     | New Family Orientations                            | Parents are invited to attend important informational sessions to assist their students with making the proper academic choices                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3     | Title I                                            | Parents are invited to attend quarterly virtual meetings, as well as review any missed sessions via recordings, to 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 student's 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 met. The services include counseling services, open groups, quarterly academic review, and referrals to community resources, including laptop loaner programs and mobile hotspot/low-cost internet services. |
|---|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 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), 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 date, fill out FOCUS request form to be added 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, add date to school calendar                                                                                                                       | Parent Liaison/Family Engagement Coordinator  | 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     | FOCUS communications will be used to notify all parents of the recording of Title I Annual Meeting and link to survey. To inform                                               | Family Engagement Coordinator/ Parent Liaison | Sept     | Email to families with recording sent with a link to survey. Week-At-A Glance (WAAG) sent out to families with recording.<br><br>Survey questions and survey results. Missed It Link with recordings and slide deck. |

|  |                                                                                                          |  |  |  |
|--|----------------------------------------------------------------------------------------------------------|--|--|--|
|  | and provide all parents with an opportunity to understand the Title I program and the rights of parents. |  |  |  |
|--|----------------------------------------------------------------------------------------------------------|--|--|--|

---

### 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.

**Response:** Florida Virtual High School utilizes FOCUS to communicate with parents in various ways and at times that are convenient for parents. Meetings are held virtually and recorded for the convenience of those unable to attend, making the information available any day at any time. 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 and meetings. 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 college informational sessions will be planned throughout the year at flexible times. These flexible times provide parents with many opportunities to become involved and better understand their child's expectations and curriculum. Surveys will be used at every parent meeting to find the preferred meeting time 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 High 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 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 and discussed through individual conferencing. A homeroom teacher is assigned to every student and will communicate with parent and student | Teachers/<br>Administration | Parents will be provided with information about student assignments and assessments. | Aug-May  | Student/<br>parent conference minutes, student progress reports, and report cards. |

|   |                                                                                                                            |                       |                                                                                                               |           |                                                                                                                                |
|---|----------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------|
|   | monthly in addition to weekly contact when a student falls behind.                                                         |                       |                                                                                                               |           |                                                                                                                                |
| 3 | Parent Support Sessions for (Building Parent Capacity) Family Engagement, Specialized Departments based on students' needs | Various Support Staff | Parent will be better equipped to support students                                                            | Aug - May | Copy Focus invites/alerts/notifications and advertisement, recording Survey and survey response summary Session sign-in sheets |
| 4 | Onboarding course                                                                                                          | HR teacher            | Parent will have a better understanding of the systems and school expectations by reviewing the online course | Aug-May   | Copy Focus invites/alerts/notifications and advertisement Copy of 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                | Teaches school staff how to implement parental engagement requirements and communicate more effectively with parents                                     | Aug Pre-Planning Meeting | Staff will have new skills for communicating and working with parents. Agenda/Sign-in sheets/presentation . |
| 2     | Title I Staff Compliance Required Training | Family Engagement Coordinator | School staff will be trained on the value and utility of parents and the importance of effective communication                                           | August                   | Agenda/ Participant List /presentation.                                                                     |
| 3     | Annual Professional Conference             | FLVS/Administrators           | Provide teachers with professional development to include sharing of best practices and the value that parent contributions make to student achievement. | Ongoing                  | End of Year Parent Satisfaction Survey                                                                      |

|   |                                   |          |                                                                                                                                                                |         |                                                        |
|---|-----------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|--------------------------------------------------------|
| 4 | Professional Learning Communities | Teachers | Teachers will engage in PLCs to analyze data and change instructional practices to improve student performance and discuss ways to share findings with parents | 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 High 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 (virtual) events during the school year such as field trips and/or community meetups. Resources are made available to parents in the resource center and will be available on Focus. For the 2025-2026 school year, we will continue building our Family Resource Center so that it can be a beneficial resource for students, parents, and teachers.

---

## Communication

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

- Timely information about the Title I program.
- 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:** Florida Virtual High School makes effective use of FOCUS communication, Live Lessons, message boards, and telephone conferencing to distribute information to parents who are typically online each school day. Live calendars and invitations will be posted on FOCUS. 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 providing suggestions for parental engagement activities annually during the end-of-year program evaluation. Parents and teachers will have the opportunity to discuss 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. This is done through email communication with the Parent Liaison and a follow-up survey sent to all families. Parents will receive a copy of the school and district's (Parent and Family Engagement Plan) and access the plan on the school 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 non-English speaking parents. As a virtual school, Florida Virtual High 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 with engagement. For example, 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. Parents with disabilities are provided extra care by the child's teacher in understanding communications and student requirements. 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. Any parent activity is 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

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     | Annual Title I Meeting       | 1                    | 23                     | Parent awareness of Title I and programs and services available to their student.                                     |
| 2     | SAC Meetings                 | 4                    | 23, 13, 16, 19         | Parent awareness of standards, curriculum, student expectations, tools, and strategies to help their student 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                    | 192                    | School staff will be trained in 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                    | 201                    | School staff will understand the Parent Liaison's role and insight of best practices in parent engagement programs.                                                                              |
| 3     | School House Meetings        | 10                   | 2,164                  | Present at various schoolhouse meetings for ongoing staff development and knowledge of family engagement.                                                                                        |

## 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     | Parents tend not recognize a need to participate beyond meeting with their student's teacher because they feel an academic partnership/connection to the school through the access and availability of the teachers and administration. We'd like to improve attendance at family engagement | <ul style="list-style-type: none"> <li>Organize and align the school to streamline communication using FOCUS.</li> </ul> |

|  |                |                                                                                                         |
|--|----------------|---------------------------------------------------------------------------------------------------------|
|  | opportunities. | <ul style="list-style-type: none"> <li>Promote recordings of family engagement opportunities</li> </ul> |
|--|----------------|---------------------------------------------------------------------------------------------------------|

---

### 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 |
|-------|-----------------|-----------------------------|
|       |                 |                             |
|       |                 |                             |
|       |                 |                             |
|       |                 |                             |