

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

I, Sheri Sico, 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 with 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 <i>Sheri Sico</i>	Date Signed: 9/22/2025
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Mission Statement

Parent & Family Engagement Mission Statement (Optional)

Response: Florida Virtual Middle 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 Middle 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 School Advisory Council (SAC) has the responsibility of evaluating the various school-level plans, including the School Improvement Plan (SIP), Parent and Family Engagement Plan (PFEP), and use of 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 the four SAC Meetings, and through posting surveys on the Family Resource Center. The PFEP is sent to all parents through FOCUS and placed on the FRC. Parents are also provided with the Parent Satisfaction Survey twice per year requesting their input regarding curriculum, parent engagement activities, Title I activities, school communication, and student achievement. Results are shared during the last SAC meeting of the year 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 (Individualized Education Program).
2	New Family Orientation Sessions	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 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 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 students' needs are being 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.
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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), 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 invitations and add dates to the 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	Post to all parents the recording of Title I Annual Meeting and link to survey. To inform and provide all parents an opportunity to understand the Title I program and the rights of parents.	Family Engagement Coordinator/ Parent Liaison	Sept	Email families Week-at-a-Glance including recording and survey link. Share survey questions and survey results. Update Missed It Link with recording and slide deck.

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 Middle School has the unique ability to communicate with parents in a variety of 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 on any day and at any time. This provides flexibility for families to be involved. In addition, phone and video conferencing are available and used, so families are constantly provided with an opportunity for information and meetings. Recordings are readily available to all families and are posted on the FRC and sent out to families weekly by email. Parents are informed that they may request meetings at any time of the year to discuss the Title I program, review our annual progress, and suggest improvements. Parents are also given information about school choice and general needs of submitting their yearly intent to return each school year. Survey tools, assessment information presentations, and family informational sessions will be planned throughout the year 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 to determine the preferred meeting days and 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 Middle 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 children 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, assessments, and Class Time attendance are reviewed and discussed through individual conferencing	Teachers/ Administration	Parents will be provided with information about student assignments and assessments.	Aug-May	Student/ parent conference minutes documented in VSA, student progress reports, and report cards.
2	School News	Support Staff/Teachers /Administration	Parents stay informed of school events and district events.	Aug-May	Invite slides, FOCUS ongoing posts/folders/newsletters, FRC, WAAG, & morning announcements
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	Post meeting recordings sent with link to survey, Post and Week-at-a Glance sent out to families to complete survey and review survey response summary
4	Family Support Sessions	Various Support Staff, Student services, guidance counselors, Literacy, Instructional	Bring families together by fostering communication, understanding, and collaboration between students, parents, and educators.	Aug - Apr	Monthly calls, Friends Corner, Career Spotlight, Literacy Family Event, Mental Health (for students & parents), Fall Festival, Math

		Coach			Family Event, Owl Coach Academy, Lunch Bunch, & Thrive
5	Onboarding course	HR teacher	Parents will have a better understanding of our school systems and school expectations by reviewing the online course	Aug-May	Copy of emails and advertisement Copy of email sent. HR teachers speak to it during welcome calls

Staff Training

Describes 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 Training	Parent Liaison	Teaches school staff how to implement parental engagement requirements and communicate more effectively with parents	once a year	Staff will have resources for communicating and working with parents. Agenda/Pathways Attendance/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/Pathways Attendance/presentation.
3	Professional Learning Communities	Teachers	Teachers will engage in PLCs (Professional Learning Communities) 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, that the school will conduct to encourage and support parents and families in more fully participating in the education of their children.

Response: Florida Virtual Middle 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 and/or virtual events during the school year such as field trips. Resources are made available to parents in the virtual websites and will be available on FOCUS. For the 2025-2026 school year we will continue to expand our [Family Resource Center](#) Website.

Communication

Describe how the school will provide parents and families of participating children with 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 submitting the parents' comments with the plan that will be made available to the local education agency.

Response: Florida Virtual Middle School makes effective use of email, virtual sessions, and telephone conferencing to distribute information to parents who are typically online each school day. Live calendars and invites to events will be posted in FOCUS including important updates and information. The Title I Annual Meeting will be held in September 2025. The School Improvement Plan (SIP) is discussed with parents during a schoolwide meeting in 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 sent via email to the Family Engagement Coordinator and/or Parent Liaison. This meeting will also provide parents with information about the Title I programs and opportunities available for parents to become involved in their students' education. Parents will also be provided the opportunity to 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 will have the opportunity to discuss curriculum, academic assessments, student expectations, and proficiency levels during phone conferences, orientation sessions, and SAC meetings. Additionally, parents can request meetings at any time throughout the year. 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 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 Middle 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. 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 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 are easily understood by all parents. Parents with disabilities are provided extra care by the child's teacher in understanding communications and student requirements. Disbursement of information sent through email is done through FOCUS. 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.

Cou nt	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Annual Title I Meeting	1	41	Parent awareness of Title I and programs and services available to their students.
2	SAC Meetings	4	138	Parent awareness of standards, curriculum, student expectations, tools, and strategies to help their students succeed.
3	Family Literacy Event: Thankful Tales	1	46	Families gain literacy strategies and resources that support reading at home, helping to boost student engagement and academic achievement.
4	Family Math Event: Pi Day Party	1	257	Families explore hands-on math activities that build confidence and support student success in math through meaningful at-home connections.

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	129	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	145	School staff will understand the Parent Liaison's role and gain insight into best practices for parent 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	According to the 24-25 End of Year parent satisfaction survey results, 64.6% of parents reported being unable to attend family engagement sessions due to work schedules or inconvenient meeting times.	The school will offer key sessions at varied times (morning, afternoon, and evening) to better accommodate family availability. Additionally, recorded sessions will continue to be shared through the "Missed It" document, giving families the flexibility to access important content on demand.
2	Families experience delays in receiving important information or have difficulty locating updates and event details.	The school will streamline communication through the FOCUS platform. Reminders will also be sent via text and the Week at a Glance (WAAG) email, including direct links to sessions. A monthly calendar highlighting upcoming events and deadlines will be shared to help families stay informed and plan ahead.

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	Town Hall Meetings (4)	Parents meet with school leaders to ask questions, share feedback, and stay connected to the school community.