


## Florida Virtual School Full Time Elementary School Title I, Part A Parent & Family Engagement Plan (PFEP).

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

<b>Signature of Principal or Designee</b>  	<b>Date Signed</b>  October 7th, 2020
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## Mission Statement

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

**Response:** Florida Virtual School Full-Time promotes the belief that parents are the first teachers in a student's life. For students to be successful, parents are provided multiple means and opportunities to be actively involved in their child(ren)'s academic career. Schools must work with parents to engage students in meaningful participation in order to reach the district's goals for highest 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. FLVS FT 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 school-parent compact. 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 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, through email and surveys. The PIP was sent to all parents via webmail (with a read receipt, read required specification) and placed on the school website. Parents were also provided with the Parent Satisfaction Survey at the end of the school 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, and Title VI.

Count	Program	Coordination
1	Title II	Professional development will be offered to support the needs of the staff related to parental engagement.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during development of student IEP.
3	New Family Orientations	Parents are invited to attend important informational sessions to assist their students with making the proper academic choices

4	Title 1	Parents are invited to attend quarterly coffee chats and monthly All Pro Dad sessions to help encourage family engagement.
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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 Effectiveness
1	Determine date put on school calendar Develop agenda and presentation materials that address the required components.	FE specialist	July-Aug	Date on School Calendar Creation and copies of the agenda and presentation.
2	Develop and send invitation – email read receipt	FE Specialist	Aug	Copies of email and read receipt report, additionally texted out to families too
3	Advertise meeting	FE Specialist	Aug-Sept	FOCUS/ParentSquare, Family Resource Center, Weekly updates
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	FE Specialist	Sept	Agenda, final presentation, attendance report
5	Email 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 rights of parents.	FE Specialist	Sept	Copy of email sent with link to the recording and survey, Text sent out to families to complete survey, Survey response summary.

### 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, child care, or home visits, as such services related to parent and family engagement.

**Response:** FLVS FT 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 virtually and are recorded for the convenience of those who are unable to attend thereby making the information available any day at any time. This provides the flexibility for families to be involved. In addition, phone conferencing and video conferencing are available and used so families are constantly provided 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 informational sessions will be planned throughout the year at flexible times in order to provide parents many opportunities to become involved and better understand their child's expectations and curriculum. Surveys will be used at parent meetings to determine preferred meeting time for most upcoming meetings.

Due to the nature of FLVS-FT virtual structure, transportation, child care, 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 discussed through individual conferencing	Teachers/ Administration	Parents will be provided with information about student assignments and assessments.	Aug-May	Student/ parent conference minutes, student progress reports and report cards.
2	School News	Support Staff/Administration	Parents stay informed of school events receive tips on supporting their student	Aug-May	Invite slides, ParentSquare on going posts/folders
3	Parent Support Sessions for (Building Parent Capacity) Family Engagement, Specialized Departments based on	Various Support Staff	Parent will be better equipped to support students	Aug - May	Copy of email invites and advertisement Copy of email sent with link to recording and survey Copy survey response summary Session sign-in sheets

	students needs				
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 of email invites and advertisement Copy of email sent. HR teachers speak to it during welcome calls
5	Support and Community Resource Groups	FE Specialist	Parents will gain resources and contacts within their local communities to provide additional support for their student's individual needs.	Aug-May	Survey feedback from parents

### 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	FE specialist	Teaches school staff how to implement parental engagement requirements and communicate more effectively with parents	Twice a year	Staff will have new skills for communicating and working with parents. Agenda/Sign-in sheets/presentation
2	Title I Staff Training	Title Administrator	School staff will be trained on the value and utility of parents and the importance of effective communication	Aug preplanning	Agenda/Sign-in sheets/presentation
3	Annual Professional Staff Conference	FLVS/Administrators	Provide teachers with professional development to include of sharing of best practices and the value that parent contributions make to student achievement.	Virtual Ongoing	Teachers will implement new practices to increase student achievement and parents will be surveyed for feedback.
4	Professional Learning Communities	Teachers	Teachers will engage in PLCs to analyze data and change instructional practices to improve student performance and	ongoing	Student performance on given assessments will improve.

			discuss ways to share findings with parents		
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## 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:** FLVS FT 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 (per safety guidance for the year 20-21) At this time support events are all virtual events. Resources are made available to parents in the family resource center and will be available on ParentSquare. For the 2020-2021 school year we will continue to expand our family resource center and transition to utilizing ParentSquare.

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

**Response:** FLVS FT Elementary School makes effective use of email, class time, message boards, and telephone conferencing to distribute information to parents who are typically online each school day. Live calendars and invites will be posted FOCUS/ParentSquare. The Title I Annual Meeting will be held in September 2020. 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 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 through email communication with the FE Specialist and follow-up survey sent to all families. Parents will receive a copy of the school and district PFEPs and share where 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 it.

## 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 on-English speaking parents, Spanish and Haitian Creole. As a virtual school, FLVS FT 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. 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. Parent communications are written in a clear and concise manner and are easily understood for all parents no matter their level of education. Monitoring of information sent through email is done through read required and read receipts that are kept by the administration. Parents with disabilities are provided extra care by the child's teacher in understanding communications and student requirements. Any parent activity is planned with all parents in mind and accommodations are made for parents with limited English proficiency, disabilities, and migratory children.

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### 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

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### 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.

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### 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.

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### 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.

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## **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		Parent awareness of Title I and programs and services available to their students.
2	SAC Meetings	4		Parent awareness of standards, curriculum, student expectations and 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		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		School staff will gain an understanding of the FE specialist's role and insight of best practices in parent engagement programs.
3	School House Meetings			Present in 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
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1	Parents do not recognize a need to participate beyond meeting with their student's teacher. They feel an academic partnership/connection to the school through their access and availability of the teachers and administration.	Organize and align the school to streamline communication using ParentSquare.
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### 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		

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