



2025-2026 School Parental & Family Engagement Policy (PFEP)

School: East Naples Middle School

Each participating Title I public school must develop jointly with families a written school-level Parent & Family Engagement Policy/ Plan (PFEP) that describes how the school will build family capacity [ESEA Section1116]. Please complete this form and upload it in the [Title I Drive - Teams](#).

Assurances

Please check all the boxes

- ✓ The school will involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent.
- ✓ The school will be governed by the statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA
- ✓ Jointly develop/revise with families the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community. **SAC minutes need to be uploaded documenting the discussion and detailed feedback provided by parents on this plan**
- ✓ Involve parents and families, 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 parental involvement policy and the joint development of the schoolwide program plan. **SAC minutes need to be uploaded documenting the discussion and detailed feedback provided by parents on this plan**
- ✓ Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent Engagement policy. **The school will analyze the Title I Stakeholder survey data to develop this plan.**
- ✓ Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- ✓ Provide each family 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 out of field
- ✓ Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [ESEA Section1116]
- ✓ Publish the complete PFEP on the School website and share it on social media. The school must upload proof of distribution with Title I required documentation.

Principal Name Maryann Gallegos, Ed. S

Principal Signature Maryann Gallegos, Ed. S

1. Involvement of Parents

Describe how your school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review, and improvement of **Title I programs, including involvement in decision-making of how funds for Title I will be used**

All parents will be asked to complete the Title 1 School Stakeholder Input Survey to provide input and suggestions on planning for use of Title 1 funds. This will provide parents with the opportunity to review data that drives the decision-making process.

The School Improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The PI policy will be reviewed with the School Advisory Council (SAC) at an open meeting that will be advertised to all parents via flyers and phone auto-dialers. SAC will be consulted on appropriate use of funds. SAC will also be involved in a review of PI parent surveys. SAC Chair and principal will collaboratively review and sign all PI documentation.

2. Coordination and Integration with Other Federal Programs

Describe how your school will **coordinate and integrate** parent and family engagement programs and activities with **Other Federal Programs** such as **Migrant, Head Start, ELL, etc.** Describe how your school will coordinate with other programs to integrate parent and family activities that teach parents how to help their children at home. [ESEA Section 1116]

Title I Parts A, C, D, SIG 1003g, UniSIG, Title II, Part A and Title IV are managed out of the same department. They share administrative staff so that oversight, coordination, budgeting, staffing, and monitoring are efficiently coordinated. Our school also collaborates with programs like ESE and ELL to ensure parent and family engagement activities reflect the interests and needs of our diverse community. By working together, we offer inclusive events, language support, and resources that help all families stay connected and involved in their child's education.

Parents will receive lessons, handouts, and examples at every scheduled event and via email.

The scheduled events are:

Title 1 Open House/ Title 1 Annual meeting/Parent input and awareness of ENMS

Title 1 Keys to success in Middle School 6th/7th grade- Providing information for parents to help their students have a great school year.

Title 1 Key to a successful middle school year 8th grade Providing information for parents to help their students have a great school year.

Title 1 Finishing Strong: Everything a parent needs to know about helping your child finish a successful school year.

3. Annual Parent Meeting

Describe the **specific steps your school will take to conduct an annual Title I meeting** designed to inform parents and families of participating children about the school's Title I program

- Flyers will be sent home to parents in three languages informing them of the annual meeting.
- An auto dialer will be sent out to parents in three languages and information will also be posted on the school marquee.
- Social media – Meeting information will be posted on Twitter and Facebook.
- Translation services will be available during the meeting. Sign-in sheets will be kept for documentation purposes.
- Agenda flyers will be distributed in three languages detailing Title 1 status and how funds will be used in SY26.
- Copy of letters with dates will be sent and mailed to stakeholders by the principal 9/2025.
- Title I discussion/information will be conducted during Annual Title 1 meeting by principal 09/2025.
- Provide opportunity for feedback via Canvas email, personal email systems and surveys. Principal 09/2025.

Provide a description of the nature of the Title I Program that will be shared with parents and families (schoolwide or targeted assistance). Provide a description of how the meeting will cover the rights of parents at the annual meeting. **Schools should use the Annual Title I PPT template provided by FSCG during this meeting.**

The Title I budget spending, Parents Right to Know, communication strategies, School Improvement Plan summary, parent involvement activities, and parent resources will be shared during the Annual Title I meeting on 8/2025.

4. Flexible Parent Meetings

Describe how the school will offer a **flexible number of meetings**, such as meetings in the morning or evening.

Due to the nature of our schedule, it is more convenient for us to offer later afternoon parent training experiences. In our experience, we have better attendance rates when we begin our meetings after 6:00 PM. Principal will survey SAC parents regarding changing of the time before school or other times at the first parent meeting in August 2025.

How will your school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement?

ENM will provide childcare for families at all parent involvement meetings and will provide translation services in all three languages.

5. Building Capacity

Please describe all activities that will address the following questions.

- How will the school implement activities to build the capacity for meaningful parent/family involvement?
- How will the school implement activities to build community relationships to improve student achievement?
- How will the school provide materials and training to assist parents/families to work with their child(ren)?
- How will the school provide other reasonable support for parent/family engagement activities?
- **How the school will coordinate and provide activities that support student transition (Kindergarten, Middle school, Highschool & College). List at least one activity to support the transition.**

Activity Name	Activity Description and Content	Timeline
Annual Title 1/Curriculum Night	Title 1 meeting, parent input and curriculum information for parents.	August 2025
Key to a successful middle school year. 6/7 th grade	Providing information for parents to help their students have a successful academic year.	January 2026
Key to a successful middle school year. 8 th grade	Providing information for parents to help their students have a successful academic year.	February 2026
Finishing Strong	Everything a parent needs to know about helping your child finish a successful school year.	March 2026
Rising 6 th graders	Transition to middle school and high school night. This is to inform parents and students of what to expect in middle and high school	April 2026

6. Staff Training

Describe the professional development activities the school will provide to educate the **teachers, specialized instructional support personnel, principals, other school leaders and other staff** with the assistance of parents/families on:

- How to reach out, communicate, and work with parents/families as equal partners
- The value and utility of contributions of parents/families
- How to implement and coordinate parent/families programs and build ties between parents and schools

1. Student-Led Parent/Teacher Conferences - Faculty must internalize the value of this conferencing method; student achievement will benefit from increased parent involvement.
2. During the teacher pre-service week, parent involvement training will be provided. It will review best practices in communicating with parents and involving them in their child's education.

ENM will continue ongoing staff trainings in opening school workshops that focus on the value and utility of contributions of parents.

7. Communication

Describe how your school will provide timely information about the **Title I programs (PFEP Plan, SIP, and any programs funded with Title I)**

The Parent and Family Engagement Plan (PFEP), School-Parent Compacts, and School Improvement Plan (SIP) will be shared with families during the first week of school. These documents will be sent home with students in their backpacks and will be translated into the three primary languages spoken by our school community. Additionally, all documents will be available for review on the school's website to ensure ongoing access for all families throughout the year. A newsletter is also sent home that highlights key PI information such as upcoming workshops and meetings involving the PI plan and policy.

How will your school **share with parents** the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain?

The assessment, curriculum, student progress and achievement levels will be shared during our Open House, SAC meeting, and Parent Involvement meetings and school website. The agenda and power points will have slides to address all the topics listed above.

How, if requested by parents, will your school provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

Opportunities will be provided through surveys, all meetings throughout the year and/or discussions that allow parent input on their child's education.

How will your parents/families submit comments if the Schoolwide/SIP and Parent and Family engagement plans are not satisfactory to them?

All meetings that take place throughout the year (SAC, Parent Involvement) and/or discussions will be available for parent input. Agenda for the meetings have parent feedback as an item to discuss the last few months of school. This is a great way to get parent feedback for the SIP and PFEP plan. Parents will also be sent a link to a survey that will allow feedback/comments/suggestions. The link to the surveys will be available on our school website.

8. Accessibility

Describe how your school offers parent/family engagement activities **for all parents/families. (Including parents with limited English proficiency, disabilities, and migratory children).**

Translation services will be provided by ELL staff at parent meeting/training. Documentation sent home will be provided in three languages. Services and accommodations are provided for parents with disabilities to allow them access. Every event flyer sent home has information needed for parents that need translation and/or accommodations ahead of time.

Describe how your school will share information related to school and parent/family programs, meetings, school reports, and other activities in an **understandable, uniform format and in languages that the parents/families can understand.**

Translation services will be provided by ELL staff at parent meeting/training. Documentation sent home will be provided in three languages. Services and accommodations are provided for parents with disabilities to allow them access. Every event flyer sent home has information needed for parents that need translation and/or accommodations ahead of time.

9. Barriers

Describe the barriers that hindered participation by parents **during the previous school year**. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children)?

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
English not family primary language	ENMS provides translation at every parent meeting/training. All information will be sent home via email or regular mail and will be available in three languages.

10. Upload Evidence of Input from Parents on the development of the PFEP

Upload a copy of SAC minutes that include a statement that parents were given the opportunity to discuss and provide input on the **FY26 Parent & Family Engagement Policy (PFEP)** prior to approval. Be specific with the feedback provided by parents. Please upload the document in your school folder in the [Title I Drive - Teams](#).

11. Upload FY26 Parent-School Compact

Upload an electronic version of the FY26 Parent-School Compact. Please upload document in your school folder in the [Title I Drive - Teams](#).

12. Upload Evidence of Parent Involvement in Development of Parent-School Compact

Provide copy of SAC minutes that include statement that parents were given the opportunity to discuss and provide input on the **FY26 Parent –School Compact** prior to approval. Be specific with the feedback provided by parents. Please upload document in your school folder in the [Title I Drive - Teams](#)

Evaluation of the Previous Year's Parent and Family Engagement Plan

Review your **FY25** School Parent and Family Engagement Policy (PFEP) and complete the sections below.

1. Building Capacity Summary

Provide a summary of activities provided during the **2024-2025** school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting, Parent Institute workshops and any other parent workshops. **If activity was not completed, provide an explanation in the space below.**

Content and Type of Activity	Number of Activities	Number of Participants	How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale.
FY25 Annual Title I Meeting	1	325	This activity introduced parents to the benefits of being eligible as a Title 1 School. The event discussed school's needs assessment, which included afterschool programs to increase student achievement and enrichment, needed instructional supplies, and staff development.
Take Stock in Children	1	57	This event introduced parents to the "Take Stock in Children" program which provides the opportunity for academic mentorship and scholarships to college.
Finishing Strong	1	65	This activity shared test taking strategies, how parents could track their students'

			progress in Focus Gradebook and Canvas, and informed parents about academic bootcamps to help student increase proficiency on essential academic skills.
The ENMS Student Experience	1	29	This event highlighted the academic school year and how students would progress through their courses, the grades they would achieve, and best practices and strategies on how to become academically successful at ENMS.
Incoming/Transition 5th grade students	1	300	The meeting provided parents with important information to help their children transition smoothly into middle school. Topics included academic expectations, course selection, daily schedules, and available support services. Parents also learned about extracurricular opportunities, behavior expectations, and how to stay involved through communication tools and parent-teacher partnerships. Time was provided for questions and answers to address specific concerns.

2. Staff Training Summary

Provide a summary of the **professional development** activities provided by the school during the **2024-2025** school year to educate staff on the importance of Parent and family engagement. 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.

Content and Type of Activity	Number of Activities	Number of Participants	How did this activity built parent and family capacity to improve student achievement? If not completed, provide rationale
During the teacher pre-service week, parent involvement training was provided which reviewed best practices in communicating with parents and involving them in their child's education.	1	72	This gave the teachers opportunities to ask questions and to discuss best practices when communicating with parents. It also provided information on how to involve the parents in their child's education.

3. Review your FY25 School Parent and Family Engagement Policy (PFEP) Barriers Section.

To what extent did your site implement the steps described in your PFEP? How will Title I Parent and Family Engagement (PFE) funds be used to address the barriers that persist?

Barrier (Including the Specific Subgroup)	Steps the School took to Overcome	Implementation (Full, Partial, Not Yet)
English not family primary language.	ENMS provides translation at every parent meeting/training. All information will be sent home via email or regular mail and will be available in three languages.	Full

