



2025-2026

Title I, Part A Parent & Family Engagement Plan (School PFEP)

I, Dr. Eidie Velez, 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:
- Engage 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 & Family Engagement Plan (PFEP) and distribute it to parents of participating children and make available the PFEP to the local community.
- Engage 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's Parent and Family Engagement Plan (PFEP) and the joint development of the School Improvement Plan (SIP).
- Use the findings of the PFEP review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's PFEP.
- 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 information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

A handwritten signature in blue ink, appearing to read "Dr. E. Velez", is written over a horizontal line.

July 21, 2025

Signature of Principal or Designee

Date Signed

****Please use the data from the school's survey(s) to complete this Parent & Family Engagement Plan!**

(Each section with a table should have multiple entries, please add rows as needed).

Mission Statement (optional)

Parent & Family Engagement Mission Statement

Response:

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Engagement of Parents & Families

Describe how the school will engage parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs **including involvement in the decisions regarding how funds for parent and family engagement will be used.**

Response:

Parents will be invited and are encouraged to participate and become members of the School Advisory Council (SAC) which meets once a month. During SAC meetings, parents will be provided information on the school's Title I allocation. SAC members provide input on the Parent Engagement Plan and the Title I budget, as well as all other plans related to school improvement. Parent surveys are also used to solicit parent input. Comments from parents are documented on SAC minutes.

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.

	Program	Coordination
1	Title IX Homeless	Title IX Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation.
2	Title I, Part D	Transition plans are coordinated with the Department of Juvenile Justice with funds from the Neglected and Delinquent programs.
3	Title III	Parent Leadership Council meetings are held at the district level for parents of ELL students to provide them with information, trainings and operations information.

Title I Parent Meetings

Describe the specific steps the school will take to conduct at least two Title I meetings 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), 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. **Meeting should be offered a minimum of two times on different dates/times to accommodate parents' schedules. One in the fall and one in spring is suggested.**

	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Establish Open House/ Parent Annual Meeting	Principal	August	Date set on Master Calendar and parent sign-in sheets.
2	Prepare Agenda for Open House/Annual Meeting	Principal, Administrative Team	August	Agenda Shared
3	Title I messaging, agenda, flyer, parent survey, video presentation	Principal and Assistant Principal	September	Information distributed. Sign-In Sheets and survey data.
4	Train Faculty on Title I services & support	Principal	September	Faculty minutes and Agenda

Flexible Parent Meetings

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

Response:

Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. School Counselors are available for students/guardians before school, during lunch, and after school. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House and Parent Information Nights are held in the evening. Generally, SAC meetings are held in the late afternoon. Input for the School Improvement Plan is solicited from parents; and parents can offer input at meetings, via email, or at parent conferences. Teachers hold parent conferences individually or by teams in the morning and can be scheduled at different times as needed.

Parent & Family Engagement Activities (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, 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. A minimum of three academically focused activities are required.

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Washington DC Trip Parent Information Meeting (social studies)	Social Studies	Provide information to parents on expectations and how parents can help their children in preparation to Washington DC trip	August	Sign-in Sheets
2	Open House and Title I Program Information, Open House (all Content)	School Staff	Provide information to parents on expectations and how parents can help their children	September	Sign-in sheets, Title I survey
3	Parent Training/SAC Membership training (all content)	SAC Chair, Principal	Increase parent knowledge of academic expectations and how best to support their children	October	SAC sign in sheets
4	Parent Tech Night (all content)	Department Teacher Leaders	Increase parent knowledge on academic tool that students will use. Sharing this information with parents will help parents best support students at home when working on these tech tools.	November	Sign-in sheets, surveys
5	Science Fair Night	Contact, School Staff	Showcase student accomplishments	December	Sign in sheets
6	Social Studies Fair	Contact, School Staff	Showcase student accomplishments	January	Sign in sheets

7	Galaxy Showcase (All content)	Department Chairs	Showcase student accomplishments and building community	Feb/March	Sign in sheets
8	Literacy Fair	Contact, School Staff	Showcase student accomplishments	April	Sign in sheets
9	Science Lock-in	Science Dept	Increase student/parent knowledge of academic benchmarks in science in preparation to Science State Assessments	May	Sign-in sheets

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, administrators, 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. Staff Training focusing on “Building Capacity”**

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Pre-planning Opening Staff Meeting/Training/ Ways parents can volunteer	Admin	Increase staff knowledge on importance of parent communication, SIP, School Goals for student academic achievement and success	August	Sign-in sheets, survey
2	FOCUS Parent Communication/ Gradebook-what parents see	Admin	Increase teacher/family communication for students success	August	Sign-in sheets, survey
3	Building Capacity Staff Title I Training	Admin	Increase teacher knowledge of how to build parent engagement and capacity for student success	October	Sign-sheets, survey

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

Response:

Information about the Title I programs will be provided through our schools website, weekly parent communication emails, newsletters, booklets/brochures, and an informational PowerPoint shown during Open House. The Title I Parent Involvement Plan brochure and Title I booklet are sent home with each student. Curriculum and assessment information is shared

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by teachers at Open House, during parent conferences, during the Galaxy school events, and through the schools website, newsletters, and weekly parent communication emails. Florida Standard Assessment information is sent home to parents via backpack and is also available on our website. Parent messages are sent out regularly to increase parental participation. Communication is also completed through social media. The marquee and or website displays meetings dates, times and topics. Parents may provide input to the school via parent input forms and surveys.

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:

Information regarding parent participation is provided to parents via school website, school messages, newsletters, parent/teacher conferences, parent portal, student backpacks, workshops, meetings and online gradebook. District information is available in English and Spanish. When requested, the VCS District office will provide a translator for other languages if school staff are not able to assist. Books and videos in Spanish are available through the ESOL teacher. ESOL paraprofessionals translate information for parents over the phone and at conferences. Parents with special needs are accommodated. Galaxy Middle School is handicapped accessible.

UPLOADS

Parent and Family Engagement Plan

Per Florida DOE Title I compliance, all schools are required to complete a Parent and Family Engagement Plan in conjunction with the School Improvement Plan (SIP) goals. **A copy of the completed and signed PFEP must be uploaded to the Title I Compliance TEAMS folder.**

School-Parent Compact (Elementary school only)

As a component of the school-level PFEP, each school shall jointly develop, with parents for all children served under this part, a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. **Copies of completed and signed compacts must be uploaded to the Title I Compliance TEAMS folder.**

Previous year's Parent & Family Engagement Plan (PFEP) Evaluation

Parent & Family Engagement summary (Building Capacity Summary)

Please make sure that the evaluation for last school year's activities is completed and turned in with this school year's PFEP. If an activity was proposed on last year's PFEP and did not take place do not evaluate or enter it. If an activity was not on last school year's proposed PFEP and took place, please evaluate it. The PFEP is a living document and changes with the school's needs.

Provide a summary of activities provided during the previous school year that were designed to build the
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capacity of parents to help their children. Include participation data on the Title I Meetings.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	SAC Advisory Council Meetings	10	7-10	Allowed for participant, families, students, and members to provide input on school related activities to promote academic achievement and positive school culture
2	Parent Band Meeting	2	40-50	Allowed for families and students to become familiar with Band activities and expectations for community performances and involvement
3	Open House/Title I Parent Meeting	1	500	Each teacher gave a synopsis of their course and discusses Title I programs at Galaxy Middle School
4	Washington DC Parent Information Night	2	25	Provided families and students with information on the DC field trip and academic expectations for participation.
5	Fall Band Concert	1	100	Provided students and families with an opportunity to attend band performance and for students to showcase their talents
6	Science Fair Night	1	30	Provided students and families with an opportunity to view student Science Fair projects and for student project winners to be honored
7	Winter Chorus Concert	1	200	Provided students and families with an opportunity to attend the chorus concert and for students to showcase their talents
8	Social Studies Night	1	30	Provided students and families with an opportunity to view student Social Studies Fair projects and for student project winners to be honored
9	Parent Tech Night	1	30	Provided parents with information on all of the tech programs that students utilize for student academic success, it provided parents with step by step information on how to assist their students at home access online books and materials for academic success, grades, and Canvas.
9	Spring Chorus Concert	1	200	Provided students and families with an opportunity to attend the chorus concert and for students to showcase their talents
10	Science Lock-in	1	200	Provided students and families to participate in an all-night lock-in to learn all of the benchmarks in Science in preparation for Science State Assessment.
11	Spring Band Concert	1	100	Provided students and families with an opportunity to attend band performance and for students to showcase their talents
12	End of Year Awards/Celebrations	3	200 per event	Provided students and families with an opportunity to attend and to be recognized and honored for their academic achievements throughout the school year.

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.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Gradebook – What parents see	1	70	Increased homework and/or class assignments completion
2	Ways Volunteers can benefit teachers	1	70	Individual tutoring for at-risk students
3	Building Capacity/Title I	1	70	Increase information on Title 1 school and parent engagement activities

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).

	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Language	Translated information/bi-lingual presenters on hand
2	Times of meetings	Optional times to accommodate parents
3	Childcare	Event created for all family members
4	Hurricanes/weather	Hurricane and school closures hinder participation and scheduling of events

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)

	Content/Purpose	Description of the Activity
1		
2		
3		
4		

Submission Procedures:

1. Please submit completed Parent & Family Engagement Plan (PFEP)

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to the Title I Parent & Family Engagement office.

2. Once the PFEP is approved by the Parent Facilitator and initialed, it will be returned for signature and the watermark will be removed. Upon receiving an approved copy PFEP, upload it to the Title I Compliance Teams folder that will be shared with you through the Title I Compliance office at the beginning of the school year and keep a copy for your records. If you have any questions about compliance, please call Kristie Long, Federal Program Compliance Specialist, extension 23512.
3. Please make a copy available for parents to review as needed.

If you have any questions, contact Sheila Rees ext. 44740

Approval check by PFE

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