



### Parent and Family Engagement Plan 2025-2026

I, Kirstie Gabaldon, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101 of ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent;
- Jointly develop/revise with parents the school Parent and Family Engagement Plan and distribute to parents of participating children and make available to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the joint development of planning, reviewing, and making improvements to the school Parent and Family Engagement Plan;
- Use the findings from the Parent and Family Engagement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent and Family Engagement Plan;
- If the plan for Title I, Part A, developed under [ESEA Section 1116], is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency;
- Provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA Section 1116];
- 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 out of field; 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.

Signature of Principal

Date

## Parent and Family Engagement Mission Statement (optional)

**Response:** At Sebastian Middle School, our mission is to prepare students to thrive and contribute to a dynamic world by offering a balanced and varied curriculum that addresses their academic, cultural, and social needs. We are committed to working collaboratively with parents and community members to support and enhance the educational experience for individuals from our diverse community.

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### Involvement 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 involvement in the decisions regarding how funds for parental involvement will be used [ESEA Section 1116].

Parents will be informed of Title I activities through the School Messenger notification system, the school website, and monthly SAC (School Advisory Council) and PTO meetings. The leadership team will ensure the delivery of high-quality Title I activities and will promote parental involvement in decision-making processes related to school improvement. Sebastian Middle School will seek input from parents and involve them in Title I programs through SAC and PTO meetings, as well as student and parent surveys. Parents will be invited to the annual Title I meeting, where they can express concerns, provide feedback, and review the Parent and Family Engagement Plan. Communication will be documented through agendas, sign-in sheets, and presentations. The PFEP will be presented during the annual meeting and made available on the school's website, with hard copies provided upon request.

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### Coordination and Integration

Describe how the school will coordinate and integrate parental involvement 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 [ESEA 1116].

	Program	Coordination
1	Middle School Success Night	Families will learn how to support their students through their middle school journey and utilize free tools such as Schoology and HAC.
2	Title 1 Annual Meeting	Introduction of Title 1 services and opportunities for family engagement.
3	Rising 6 <sup>th</sup> Grade Night / STEM (Science, Technology, Engineering, Math)	Families will be invited to visit the school and learn about opportunities available to rising 6 <sup>th</sup> grade students

4	Weekly updates	Parents receive weekly updates via school messenger that includes information from the PTO and ways for families to be involved. Information is duplicated on website.
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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, Adequate Yearly Progress, school choice, and the rights of parents.

To meet the requirements under **ESEA Section 1116(c)(1)**, EHC will take the following specific steps to conduct an annual Title I parent meeting designed to inform parents of participating children about:

- The school's Title I program
- The nature and requirements of Title I
- Adequate Yearly Progress (AYP) or its current accountability equivalent
- The rights of parents under Title I

	Activity/Tasks
1	Notification of event – weekly update, school website
2	Develop agenda and handouts
3	Prepare sign in sheets
4	Conduct Meeting: Purpose of meeting and Title 1 resources available
5	Collect sign in sheets and document evidence of meeting
6	

### 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 [ESEA Section 1116].

**Response:**

To support meaningful parent and family engagement, Sebastian Middle School will offer flexible meeting options, including both virtual and in-person formats, scheduled at various times such as mornings and evenings. Families will be encouraged to bring

all members to these meetings, and food will be provided during evening sessions to further facilitate participation. This approach ensures that all families can engage actively in their child's education.

## Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, in order to ensure effective involvement of parents 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 work with their child to improve their child's academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116)].

**PFE Allocation \$ 3,229.00**

	Month of Event/Training	Content or Type of Activity	Description of PFE Event/ Training Description of the overall event/training, goals, specific resources needed, and anticipated number of participants	Event/Training Projected Expenses	Total Expense
1	September	Title I Annual Meeting / Compact Night	<p>This joint event serves as the official Title I Annual Meeting and an opportunity for families to engage with school staff, understand curriculum standards, and explore the supports available to all students under Title I.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>Inform families of their rights under Title I and school accountability measures.</li> <li>Provide transparency about curriculum, assessments, and teacher expectations.</li> <li>Strengthen communication between parents and teachers.</li> </ul> <p><b>Resources Needed:</b> Title I presentation, family compacts, sign-in sheets, translators if needed, refreshments, stations for Schoology and HAC</p> <p><b>Number of Participants: 50</b></p>	<input type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$300
2	October	Virtual open House	Parents will view on line presentations and workshops for Schoology and HCA	<input type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	
3	November	Parent and Family Engagement Month Event	<p>In celebration of Florida's Parent and Family Engagement Month, Weekly newsletters will be sent to all families and highlight the power of informed educational choices. Guidance, career options and STEM will be highlighted.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>Educate families on School Choice programs and deadlines.</li> <li>Build family awareness of district and state educational pathways.</li> </ul> <p><b>Resources Needed:</b> Guest authors and writers for newsletters</p>	<input type="checkbox"/> Food <input type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	

			<b>Number of Participants: 700</b>		
4	January	Literacy Week Events	<p>Held during Celebrate Literacy Week, Florida!, this event promotes a love of reading through interactive literacy activities like Bingo for Books, a New Worlds Reading Program celebration, or a theme tied to Florida's culture, history, or natural wonders.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>Engage families in at-home reading habits.</li> <li>Introduce literacy-based programs and community resources.</li> <li>Make reading fun and accessible to all learners.</li> </ul> <p><b>Resources Needed:</b> Books for prizes, themed décor, literacy game stations, volunteer readers, activity take-home bags, author visit, trivia Night</p> <p><b>Number of Participants: 614</b></p>	<input checked="" type="checkbox"/> Food <input checked="" type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input checked="" type="checkbox"/> Contract Services	\$1500
5	February	Rising 6 <sup>th</sup> Grade STEAM Night Event	<p>Rising 6<sup>th</sup> grade STEAM Night immerses families in science, technology, engineering, Art and math exploration, encouraging collaboration and creative problem-solving while showcasing school culture</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li>Promote critical thinking and real-world problem-solving skills.</li> <li>Show parents how STEM is integrated into classroom instruction.</li> <li>Encourage family collaboration through fun learning experiences.</li> </ul> <p><b>Resources Needed:</b> Facilitators, Food, and Sign-In Sheets, folders, take home. pencils</p> <p><b>Number of Participants: 200</b></p>	<input checked="" type="checkbox"/> Food <input checked="" type="checkbox"/> Consumable Materials <input checked="" type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$850
6	May	8 <sup>th</sup> grade award ceremony	<p>8<sup>th</sup> graders are celebrated with their families at the 8<sup>th</sup> grade award night recognizing academic growth and character.</p> <p><b>Goals:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Celebrate Achievement:</b> Recognize and honor 8<sup>th</sup> graders' academic growth and character development in front of their families.</li> <li><input type="checkbox"/> <b>Inspire Future Success:</b> Encourage students to continue striving for excellence as they transition to high school.</li> <li><input type="checkbox"/> <b>Strengthen Partnerships:</b> Build connections among students, families, and school staff to support ongoing academic success.</li> </ul> <p><b>Resources Needed:</b> certificates, folders, take home. Food, tablecloths,</p> <p><b>Number of Participants: 100</b></p>	<input checked="" type="checkbox"/> Food <input checked="" type="checkbox"/> Consumable Materials <input type="checkbox"/> Resources <input type="checkbox"/> Contract Services	\$600


### Staff Development

Describe the **professional development activities** the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, **in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners.** Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 1116]

	Activity	Building Ties Between Parents/Families and the School
1	PLC Training	The PLC (Professional Learning Community) process supports students, teachers, and families at a Title 1 middle school by fostering collaboration among educators to identify and address student learning needs. It helps teachers design targeted interventions and share effective strategies, ensuring that all students, especially those at risk, receive the support they need to succeed. By involving families through regular communication and shared goals, the PLC process builds a strong partnership that enhances student achievement and well-being.
2	PBIS	Improving student behavior, fostering cultural sensitivity, and working with parents as equal partners in student learning and achievement requires a proactive and a holistic approach

### Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [ESEA Section 1116].

#### Response:

Sebastian provides a parent resource center in the front office where parents can access information and resources related to their child's education. Parents have a dedicated workstation to access their student's data through the Home Access Center. They may also utilize the school's website for information on Title 1 programs and find links for students to deepen learning at home.

## Communication

Describe how the school will provide parents 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 obtain;
- 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 school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

**Response:** Title I information is disseminated to parents through multiple channels to ensure they are well-informed and engaged in their child's education. This is disseminated to parents via the principal's weekly message, SMS website, SAC meetings, QR code surveys for parents and PTO social media platforms.

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## Accessibility

Describe how the school will provide full opportunities for participation in parent/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/family 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:** Sebastian will use a variety of communication methods to reach all families. We will use clear, simple language in all communications to ensure that information is understandable to all parents, including those with limited literacy or English proficiency. We will both post on school websites and provide updates about school activities, programs, and events in advance to give parents ample time to prepare and participate. This includes schedules for parent meetings, workshops, and other engagement activities.

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## Discretionary Activities (optional)

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.).

	Activity
1	
2	

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

### Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. 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) [ESEA Section 1116].

	Barrier	Steps the School will Take to Overcome
1	n/a	n/a
2		
3		

### Building Capacity Summary for the Previous Year

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.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Middle School Success Night	4	2	n/a
2	Title 1 Annual Meeting	4	2	n/a
3	Rising 6 <sup>th</sup> Grade Night / STEM (Science, Technology, Engineering, Math)	20	150	The anticipated impact on student achievement is that students and families will be more engaged in the educational process by actively selecting appropriate classes, partnering in the STEM program, and participating in the PTO, all of which contribute to increased support, motivation, and academic success.
4	Compact Night	3	35	PTO, SAC and other families strengthened and provided input thus contributing to increased support, motivation and academic success.
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