

## Parent and Family Engagement Plan

---

### About Title I, Part A

Title I, Part A, provides local school districts and schools resources that help children gain a high-quality education and the skills to master the Florida Standards. Title I provides additional resources to schools with economically disadvantaged students. These resources provide additional teachers, professional development, extra time for teaching, parent involvement activities, and other activities designed to raise student achievement. Parent and family engagement in a child's education is a great predictor of academic success regardless of social economic status. Title I program regulations require robust parent and family engagement activities at every school where federal funds support effective teaching and engaged learning.

### What is Parent and Family Engagement?

Parent and Family Engagement means the participation of parents and family members in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents and families play an integral role in assisting their child's learning.
- (B) Parents and families are encouraged to be actively involved in their child's education.
- (C) Parents and families are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
- (D) The carrying out of other activities, such as those described in Section 1116 of the [Every Student Succeed Act \(ESSA\)](#).

### About the Parent and Family Engagement Plan

The Parent and Family Engagement Plan describes how the school will provide opportunities to improve family engagement to support student learning. In addition, the plan represents the different ways we will support family engagement and how parents can help plan and participate in activities and events to promote student learning at school and home. We value the contributions and engagement of parents and family members. The goal is to establish an equal partnership between home and school to support student and school improvement. Click here to access the [District's Title I Parent and Family Engagement Plan](#) or request a copy at the front office.

### We value our families and believe that ALL children can learn!

---

Principal Name: Michelle Axson

School Website: <https://marioncharter.org/index.php>

School Year: 2024-2025

**The Parent and Family Engagement Plan SMART goal for the 2024-2025 school year is:**

If Marion Charter School focuses parent and family engagement activities on ELA, Math, and science standards and build a strong foundation for two-way communication with families, then student learning gains will increase by 20% based on local assessments and diagnostic data.

## JOINTLY DEVELOPED

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement plan, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). The plan shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. Section 1116(b)(1) Each school served under this part shall 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 under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children. Section 1116(c)(3) 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 respond to any such suggestions as soon as practicably possible. Section 1116(c)(4)(A)(C) If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, each school served under this part shall submit any parent comments on the plan when the school makes the plan available to the local educational agency [or district]. Section 1116(c)(5)

**How will parents be involved in developing the school parent and family engagement plan?**

- (1) Parents are involved in developing the school's Parent and Family Engagement Plan by sharing their ideas and opinions through our annual school survey, our annual Title I survey, and through our MCS School Board meetings. Families and community members have the opportunity to share feedback after each family and community engagement event, the annual survey for the school based Parent and Family Engagement Plan and School Improvement Plan, the Annual District Family and Community Survey and via quarterly Board meetings.
- (2) Communication of upcoming opportunities will include social media, school website, newsletters, teacher DOJOs, school marquee, fliers and Skylert messaging.

**How will the school make the parent and family engagement plan available to the local community?**

Marion Charter makes our Parent and Family Engagement Plan available to our families and to the community by uploading it to our school website, and by making copies available for parent viewing in our office. We also notify our parents that the Parent and Engagement Plan is now available in our school newsletters, through DOJO, and through our school Facebook page.

**How will the school update, at least annually, the school parent and family engagement plan to meet the changing needs of parents and the school?**

Marion Charter will update the plan as needed throughout the school year to meet the changing needs of our students, families, and school by using schoolwide data and parent surveys.

**How will the school submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents?**

Comments from families and community members regarding the Parent and Family Engagement Plan and the School Improvement Plan (aka: Title I school-wide plan) are gained through the annual survey for the school based Parent and Family Engagement Plan and School Improvement Plan, the Annual District Family and Community Survey and via quarterly Board meetings. The aforementioned surveys and Board meeting minutes are made available to the district Title I office for review throughout the year. If the parents feel that there is a problem with the plan, then the Administration will reach out to the Title I office for assistance and guidance.

**How will the school address opportunities for regular meetings, parent-teacher conferences, volunteering, and access to staff if requested by parents?**

Marion Charter School invites and encourages parent involvement and volunteering. Our parents are required to attend at least 3 Parent/Teacher/Student conferences a year to discuss their child's educational strengths and weaknesses, and to discuss remediation and enrichment activities to help their child to continue to succeed. All of our parents are encouraged to volunteer throughout the school year through field days, field trips, and in the classrooms. Parents can also visit our website at [www.marioncharter.org](http://www.marioncharter.org) for more information.

## ANNUAL TITLE I MEETING

Each school served under this part shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. *The purpose of the annual Title I meeting is to disseminate information only, and it must be a stand-alone meeting.* Section 1116(c)(1)

**Describe how the school will conduct an annual meeting (before November 1) to inform parents of the requirements of Title I and the school's participation and the parents' rights under Title I.**

All aspects of Title I are shared using the district Title I PowerPoint template which includes information such as: What is Title I, Parent and Family Engagement Plan, School-Parent Compact, Parents Rights, Assessments, Title I Funds, Title I Focus, open discussion, and Q&A. We will also provide handouts for parents who attend the Title I Annual Meeting. For those who can not attend, we will have copies in the front office, as well as adding it to our school website, DOJO, and Facebook pages. The steps that we take in preparing for and having our Annual Title I meeting are:

- Step 1: Advertise Annual Meeting through our DOJO messages, our Facebook Page, on our website, and in our weekly newsletters.
- Step 2: Complete a Skylert message to notify our parents of the upcoming meeting date and time.
- Step 3: Set the meeting date for the same night as Open House to maximize the attendance.
- Step 4: Create an agenda to explain the Title I program and parent and family engagement activities.
- Step 5: Train the teachers during pre-planning on the Title I program, the budget, and the agenda that will be presented to present to parents during the Title I meeting, so that is parents have any questions, they will be able to answer them.
- Step 6: Conduct the Annual Meeting, keeping sign in sheets and survey results.

## COMMUNICATIONS

Parents shall be notified of the plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Section 1116(b)(1), Section 1116(f), and Section 1112(e)(4) Each school served under this part shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement. Section 1116(c)(2) Each school served under this part shall provide parents of participating children timely information about programs under this part. Section 1116(c)(4)(A) Each school served under this part shall ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. Section 1116(d)(2)(D)

**How will the school ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand?**

By including families in the development of our PFEP, we ensure that the plan is written in an understandable format. Prepared messages related to progress reports, upcoming school-family events will be created using clear, easy to understand language (removing academic or industry terms/acronyms whenever possible) and sent via Skylert to registered phone numbers, and email addresses of our families. Additional communications will be relayed through medias such as the School-based website, teachers' DOJOs, school

newsletters, fliers, and school marquee. The different formats that we offer include where the location of our PFEP and that they are always encouraged to reach out to us for additional information. For those students whose home language is not English, documents will be translated using a free online translation service to the home language of the family.

**How will the school offer meetings at various times (such as in the morning and evening)?**

Family meetings will be scheduled in a flexible format (ex: different days and times) and when necessary, meetings will be duplicated at different times/days allowing for maximum family and community participation. Family meeting information will also be available (upon request) to those families unable to participate during face-to-face meetings as well as phone and email follow up. Additional strategies will be applied as the need arises on a case-by-case need.

Spanish translators can be available for Spanish-speaking parents upon formal request or informally through our bi-lingual staff members.

Our school facility is ADA accessible. If support is needed to accommodate a disability, appropriate arrangements will be made by the school.

**How will the school offer meetings in different formats (such as offered online and in-person group meetings and home visits or other types of individual meetings)?**

Family meetings will be offered both in person and virtually, and all meetings will be recorded so that parents who are unable to attend, can view the meeting on their own time. The meetings are also offered at different times and different days in order to accommodate our parents.

**How will the school ensure ongoing two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand? Describe how two-way communication will be monitored to ensure timely responses.**

We continuously ask our parents for their feedback through our annual surveys, surveys after each event, as well as inviting them to attend our Board Meetings. Prepared messages related to progress reports, upcoming school-family events will be created using clear, easy to understand language (removing academic or industry terms/acronyms whenever possible) and sent via Skylert to registered phone numbers, and email addresses of our families. Additional communications will be relayed through medias such as School-based website, teachers' DOJOs, school newsletters, fliers, and school marquee.

For those students whose home language is not English, documents will be translated using a free online translation service to the home language of the family.

**(1) Will the school offer transportation as such services relate to preventing parent and family engagement barriers? If yes, please describe.**

**(2) Will the school offer childcare as such services relate to preventing parent and family engagement barriers? If yes, please describe.**

Marion Charter is unable to offer transportation to our parents and families for our events, so we will make sure to offer our parents the opportunity to attend the meeting virtually, and if they are still unable to attend, then we will make sure that we record the meetings so that they can view it at their earliest convenience. For the parents who are able to attend in person, we do provide childcare services during our Family Meetings in order to reduce the engagement barriers in regards to parents who may not be able to attend due to no childcare being available.

## SCHOOL-PARENT COMPACT

As a component of the school-level parent and family engagement developed under subsection (b), each school served under this part shall jointly develop a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Section 1116(d)

**Describe how the school and families will jointly develop a School-Parent Compact.**

Marion Charter has developed, with the assistance of Title I, a School/Parent/Student Compact that offers ways that the school and parents can work together to provide the best education possible to all of our students. The compact also provides strategies to help connect learning at home and at school. Parents are offered opportunities throughout the year to provide their input regarding the School/Parent/Student Compact. The compact is shared and discussed with the students and parents during their first in person conference at the beginning of the school year.

**Describe how the school will outline in the School-Parent Compact how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.**

The School/Parent/Student Compact outlines and explains how the school, parents, and students all have responsibilities in order for our children to succeed. For example, the compact has responsibilities for students, such as read and complete their homework nightly with high quality, and to the best of their abilities, and to be a Respectful, Responsible, and Problem Shark! The school's responsibilities are to work with students and families to promote student success in all academic areas, to provide students with robust lessons, materials, and academic programs, and to communicate with parents on a regular basis. Some examples of the parent's responsibilities are to work closely with their child's teachers, to provide a quiet place for the child to complete homework, and to support their child's teacher and school in all aspects of their child's learning. The compact also provides a space for the students to write down their personal goals for Reading, Math, Behavior, and for themselves.

**Describe how the school will build and develop a partnership with families to help children achieve the challenging State academic standards.**

Marion Charter will hold a F.A.S.T. Family Night to discuss all aspects of the State's new Florida's Assessment of Student Thinking test, such as how the tests are scored, sample types of questions that will be asked, and how to help their child be successful on the tests. We also allow parents to provide input and feedback on how we can better serve their needs in regards to their child's education and in regards to the State tests.

## COORDINATION OF FUNDS

To the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. Section 1116(e)(4)

**Describe how the school will coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (applicable to elementary schools), college and career-ready resources or organizations (applicable to middle and high schools), parent resource centers, or other programs.**

Marion Charter School holds several parent and family engagement programs at our school each year, such as our F.A.S.T Family Night, our 5<sup>th</sup> Grade Parent Night, and our Publix Math Night. Our Guidance Counselor, Valerie Wells, reaches out to surrounding daycares to offer strategies for early childhood learning opportunities. We also provide our parents with information on how to access the District Parent Resource Center so that they can check out resources to use with their children at home. We also work with our 5<sup>th</sup> grade families in order to ease the transition from elementary school to the middle school by hosting our annual 5<sup>th</sup> grade Parent Night where we share information on how to develop important study habits, how to choose the right classes, and provide questions and answer sessions with the families. We also invite the area middle schools to share information with the families.

## BUILDING CAPACITY OF PARENTS

A description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards students are expected to meet. Section 1116(c)(4)(B) The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following:

- ✓ The challenging State's academic standards.



- ✓ The State and local academic assessments, including alternate assessments.
- ✓ The requirements of Title I, Part A.
- ✓ How to monitor their child's progress.
- ✓ How to work with educators to improve the achievement of their child. Section 1116(e)(1)

**Describe how the school will provide parents with a description and explanation of the curriculum and resources used at the school.**

The school provides detailed information regarding the curriculum that is used at each grade level at our annual Open House, our annual Title I meeting, and in our school compact. Also, information regarding our curriculum is found on our website.

**Describe how the school will provide parents with individual student academic assessment results and interpretation of those results.**

Parents have access to Skyward where they can access their child's grades at their convenience. After each assessment, whether it is classroom weekly assessments, Diagnostic I-Ready assessments, and F.A.S.T. assessments, student results are shared and discussed with the parents, as well as additional ways to support their child. We will also share academic results with our parents at our Family Engagement Events such as our Reading and Math Nights, as well as at our 5<sup>th</sup> Grade Parent Night.

**Describe how the school will provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards.**

Parents have access to Skyward where they can access their child's grades at their convenience. After each assessment, whether it is classroom weekly assessments, Diagnostic I-Ready assessments, and F.A.S.T. assessments, student results are shared and discussed with the parents, as well as additional ways to support their child. We will also provide detailed information regarding our District and Statewide tests, and will go over individual student results and achievement during our Parent Nights, as well as our mandatory report card conferences with parents.

**Describe how the school will provide assistance to parents of children served by the school in understanding topics such as:**

- ✓ Title I, Part A requirements.
- ✓ Strategies parents can use to support their child's academic progress.
- ✓ Partnering with teachers to support their child's academic achievements.

**Include how you will specifically address the process conditions outlined in the [Dual Capacity Building Framework for Family-School Partnerships](#) during family engagement opportunities to support student achievement.**

Parents and families learn about our requirements, strategies, and partnership ideas through our schools handbook, annual Title I meeting, through our Parent/Teacher/Student Compact, and through our electronic resources like the website. Also, strategies are learned through parent conferences, and through our Parent Night meetings. Marion Charter School provides opportunities for our parents to partner with their child's teachers to provide support on how to meet their child's academic needs, as well as celebrating their successes. For example, we work with parents on how to set appropriate homework guidelines such as designating a special spot for their children to do their homework, as well as, setting appropriate homework time limits. We also provide our parents with reading and math guidance, such as providing sample videos and sample completed problems, that parents can refer to while helping their child with their homework. Marion Charter teachers also meet with our parents and families on a regular basis to share their child's academic strengths and weaknesses, as well as, sharing the enrichment and/or remediation programs that are being used with their child(ren).

**Describe how the school will provide activities, materials, and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement. Section 1116(e)(2) Please include the four Parent/Family Workshops/Opportunities and two Academic Conference Team events.**

Title	Purpose	Date(s)/Time(s)
<b>Annual Title I Meeting</b>	We invite you to an evening of learning and sharing about our Title I program, including our parent and family engagement policy, the schoolwide improvement plan, the school-parent compacts, and parents' requirements. Invitations will be emailed and posted in the school newsletter, social media, and local media.	September 11, 2024 at 5:30 p.m. and 6:00 p.m.
<b>Open House</b>	To provide parents and students a wealth of information regarding our curriculum and standards for all academic areas so that our students will have a successful year. This will enable parents to help their children at home with their academic needs	September 11, 2024 6:00 pm
<b>3rd, 4th, and 5th Grade F.A.S.T. Night</b>	To provide parents and students with information on the State Tests that their child will be taking this year. Parents will be given strategies on how to help their children be successful in the areas of reading and math.	October 10, 2024 5:30 pm
<b>Academic Conferences with Parents</b>	Parents, teachers, and students will meet to go over academic and assessment results, as well as be provided with strategies on how to continue to be successful in all academic and assessment areas.	October 21 <sup>st</sup> -25 <sup>th</sup> , 2024. Times will be scheduled on an individual basis.
<b>Family Math Night</b>	Families will enjoy completing several math with their children. This activity will promote family togetherness as well as increasing their math skills which is one of our SIP Goals	January 15th, 2025 6:00-7:00 p.m.
<b>5th Grade Parent Night</b>	To provide both parents and students with information on standards, skills, and expectations that will help them to be successful in all academic areas in 5 <sup>th</sup> grade as well as their transition into middle school.	February 19, 2025 2:45 p.m. and 5:00 pm
<b>Reading Under the Stars</b>	Families will enjoy completing several reading activities such as reading stories together while in their pajamas, as well as completing several reading games with their children. This activity will promote family togetherness as well as increasing their reading skills.	March 5, 2025 6:00-7:00 p.m.
<b>Academic Conferences with Parents</b>	Parents, teachers, and students will meet to go over academic and assessment results, as well as be provided with strategies on how to continue to be successful in all academic and assessment areas.	March 25 <sup>th</sup> -31 <sup>st</sup> , 2025. Times will be scheduled on an individual basis.

*The activities listed may be updated after publishing.*

## **BUILDING CAPACITY OF SCHOOL STAFF**

Each school assisted under this part will educate teachers, pupil services personnel, and other staff (with the assistance of parents) in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school. Section 1116(e)(3) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of students in Title I programs in a format and, to the extent practicable, in a language the parents can understand. Section 1116(e)(5) Provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request. Section 1116(e)(14)

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders and other staff, with the assistance of parents in the value and utility of contributions of parents.**

Marion Charter provides annual trainings to all staff members on the importance of parent engagement, such as how to conduct a parent conference effectively, as well as effective two way communication between the staff and parents. The school liaison shares information and insights that she has received from the parents that have volunteered at the school on how to better support students and families and how to build stronger relationships with families.

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.**

The school holds annual trainings at the beginning of the school year such as the effective use of DOJO, the school based social media page, to share information with families about student academic achievement, activities going on in the classrooms, as well as how they can help their child at home. We also provide training for all teachers and staff members on how to effectively communicate school related information, such as course grades, IEP and 504 information, as well as available district and school family resources. These trainings provide valuable feedback and will help our staff view parents as equals.

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders and other staff, with the assistance of parents to implement and coordinate parent programs and build ties between home and school.**

All staff members are trained in person annually at the beginning of the year on how to best serve the needs of their parents and students in regards to how to help them with their homework, how to provide a quiet place to complete their homework, as well as working with parents on how to complete certain types of math and reading questions. These trainings build stronger ties to our staff and families.

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders, and other staff, with the assistance of parents to provide information in a format, to the extent practicable, in a language the parents can understand.**

Marion Charter School requires our staff to be trained annually on how to effectively communicate with parents in their native language. All newsletters and parent information are provided to parents in their native language. If needed, a translator will be provided for verbal communication with parents. These trainings will help them reduce educational jargon in parent communications, provide clear explanations of skills/assessments, and the use of apps or websites for translations.

**Describes how the school will train teachers, specialized instructional support personnel, other school leaders, and other staff, with the assistance of parents to respond to parent requests for parent and family engagement activities.**

All staff members are trained annually at the beginning of the year on how to respond to any parent requests or needs in a timely manner. The staff and school work hard to meet the needs of all of its parents, students, and staff. This training also reminds the staff of the importance of positive communication and provides modeling opportunities. During this training parent survey results are shared so that the parent's voices and needs are heard and met.



This plan aligns with Goals 2.B, 5.A, and 5.B of [Achieve 2026 - Strategic Plan](#).

Enter the date (month/day/year) this plan was finalized:	
Enter the date (month/day/year) this plan was revised:	

## School Advisory Council

The School Advisory Council (SAC) is a team of people representing various segments of the community parents, teachers, students, administrators, support staff, business/industry people and other interested community members. The purpose of a SAC is to assist in the preparation and evaluation (developing and evaluating) of the results of the school improvement plan and to assist the principal with the annual school budget.

- Yes, I am interested and wish to join the School Advisory Council.
- Please contact me so I can learn more about joining the School Advisory Council.
- Please send me notifications about future meetings and updates.

Name: \_\_\_\_\_

Child's Name and Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Share Your Thoughts

We want to hear from you. If you have any suggestions or if there is any part of the Parent and Family Engagement Plan that you feel is not satisfactory, please use the space below to provide us with your comments in the space provided and leave this form in the school's main office.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_