## FRANCIS MARION CHARTER SCHOOL Title I, Part A Parental Involvement Plan

I, Mary Pinson , 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 9101(32), 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 [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* 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 parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, 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 [Section 1118(b)(4)];
* 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 [Section 1111(h)(6)(B)(i)];
* 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 within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; 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 [Section (h)(6)(A)].

Mary Pinson 8/27/2015

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| **Signature of Principal or Designee** | Date Signed |

**Parent Involvement Mission Statement**

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| **Response:** To work collaboratively with parents and families in providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Florida State Standards and effectively prepare them for high school. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** All parents are invited to attend our meet and Greet Event, Open House, and Title I meeting where pertinent school information is presented and discussed.    In addition to these school-wide meetings, all parents are invited to attend the quarterly School Advisory Council (SAC) meetings and Parent Teacher Committee (PTC) meetings. A vote is taken at the first meeting of the year for SAC leadership and those in attendance are placed on the roster. More than 50% of the SAC are parent (non-employee) representatives.    The SAC meetings will involve a continual review of the School Improvement Plan (SIp), the Parent involvement Plan (PIP), and the parent-School compact. parent and committee input on how Title I and Parent Involvement funds should be used is documented in the meeting minutes. |

**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 [Section 1118(e)(4)].

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| **Program** | **Coordination** |
| Title X - Homeless | The administration will coordinate with the District Homeless Liaison who will provide the students and families the resources and support they need. |
| Title III - ESOL | The administration will coordinate with Grants & Federal Programs ESOL Department to identify students. An ESOL paraprofessional will be placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language. |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as theya re invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes. |
| Title I | Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as parental involvement Trainings and Workshops will be coordinated with Title I, Part A. |
| Title II | Staff and faculty members participate in district professional development opportunities. |

**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), Adequately 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 [Section 1118(c)(1)].

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| **Activity/Tasks** | **Person Responsible** | **Timeline** |  | **Evidence of Effectiveness** |
| Develop agenda and establish dadte | Administration | August |  | Copy of Agenda Copy of Powerppoint |
| Send announcement flyer in backpacks of all students Blast email, Remind text | Administration | September |  | Copy of Flyer Blast email Remind Text |
| Hold Annual Parent Meeting | Administration | September |  | Sign In Sheets Parent Evaluations |
| Maintain Documentation | Administration | September |  | Monitoring documents uploaded to school's jump drive ISP uploads to Federal Programs Portal |

**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 parental involvement [Section 1118(c)(2)].

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| **Response:** Francis Marion Charter School teachers and administration will ensure that workshops and meetings are offered at flexible times for families and parents. Examples of flexible meetings and trainings at FMCS are:  The school's scheduled orientation, open house, and the Annual Title I Meeting are held in the evening. This allows many of our working parents to participate.  SAC meetings are scheduled at a time convenient to the SAC members.  Student award ceremonies are presented during the school day at a variety of times on a quarterly basis.  The media center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.  Parent-teacher conferences are scheduled at various times, convenient for parents and families as well as teachers. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental 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 [Section 1118(e)]. 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 [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Readers are Leaders | Principal, Reading Coach/Teachers | By providing resources to encourage and support literacy development at the middle school age to parents and families, Grades 6-8 students will make gains in reading as displayed in FSAs, RWAs. | September 2015 | Agenda, Parent sign-in sheet, Parent Evaluations |
| Math Nights | Principal, Grades 6-8 math Teachers | By helping parents to learn strategies for solving real world mathematical applications, students in grades 6-8 will increase their mathematics scores on FSAs | November 2015 | Agenda, Parent sign-in sheet, Parent Evaluations |
| Science, and Special Areas Events | Principal, Science and Special Areas teachers | Parents and families will learn about the scientific process and ways to integrate reading, science and math learning. Science scores on FSAs | February 2016 | 80% or more parents/families of students will attend. Agenda, Parent sign-in sheet, Parent Evaluations |
| Literacy Night | Principal, Reading Coach and teachers, Parent Liaison | Literacy night for 6-8 parents will provide reading strategies that parents might use to benefit their child in the area of reading. Scores on grade-level FSAs will show effective literacy development. | December 2015 | Agenda, Parent sign-in sheet, Parent Evaluations |
| Science Fair Info Night | Principal, Science teachers | Reviewing the scientific process with parents of 6-8 grade students will give more science foundation so that students science knowledge increases. Science FSAs scores will be increased. | January 2016 | Agenda, Parent sign-in sheet, Parent Evaluations |
| Family Summer Skills Packets | Teachers, Coaches, Parent Liaison, Para-professional staff | Packets will review and preview NGSSS &/or Florida State Standards in Reading, Writing and Math in an effort to decrease "summer slide". Fall student testing data will show results of effort. | June 2016 | Notice of packets in Blast Email and Remind |

**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 programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| MTSS | District/ Principal | Student Scores on Learning Checks will increase. | August 2015-June 2016 | TNL reports/Teacher sign-in sheets Teacher documented Intervention. |
| Florida Standards Trainings | Principal | Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 6=8 grade. | Follow-up trainings throughout the school year | TNL reports, Teacher sign-in sheets Agenda |
| Effective Student-Led Conferences | Administration | Student performance on FSAs, RWAs will increase | Quarterly -throughout school year | 75% or more of parents will participate in student-led conferences. Conference Night Flyer/Schedule Sign-in sheets |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:** Parent Resource Room - A Parent Resource Room is equipped with computers to allow parents/families to log on and register to the Parent Portal. A Parent Involvement Library gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Parent Liaison. - We hope to have one of these by October.  Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year. A Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child's progress.  Each child will receive a Remind Me account that allows for text communication between the teacher(s) and parents. Reminds will be updated daily with academic notifications and will require a parent response.  District Parent Surveys dates will be advertised on our Blast emails and Remind Me, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.   Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Principal. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Teacher input surveys are collected in May to gauge the effectiveness of the program.  Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.  Middle Years Newsletters will be sent home monthly and a link will be shared on the school's website.   Our school will hold an Orientation Day in September, 2015 to increase parent awareness of the school and teachers' goals and expectations.  Our school will recruit additional SAC and PTO members to help research available resources, school needs, and establish a year-long plan.  STEM Showcase Night will allow parents to see and participate in a variety of STEM activities with their children. February 2016.  Career Day-The Principal and Parent Liaison will contact parents to invite then to share their profession/career with students. The Administration will organize the event. (May, 2016) |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* 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 [Section 1118(c)(4)(B)];
* 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[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) 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 [Section 1118(c)(5)].

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| **Response:** FMCS will share timely information about the Title I programs including a 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. Initial information will be shared during the Title I Annual Meeting held in September 2015.  Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.   Parent Training and Workshop information will be distributed to parents via flyers and by utilizing the Blast Emails and Remind Me. Events will also be advertised on our school's Information Board.  All school information is disseminated through a monthly newsletter, the schools Remind Me and Blast emails, as well as mass parent letter mailings. This is inclusive of those parents who did not attend planed events to ensure they receive all information.   Teachers contact parents and families regularly through emails and/or phone. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement 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 [Section 1118(e)(5) and 1118(f)].

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| **Response:** Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well as informally, through our bi-lingual staff/volunteer members. Phone calls using the Alert Now system will be provided in English and Spanish.  Newsletters, flyers, and parent notices will be translated into Spanish.   Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement activities and if support is needed to accommodate a disability, appropriate arrangements will be made. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | The LEA invites Title 1 parents and other members of the community to attend meetings. | Administration/ Parent Liaison/ SAC | Few students will need course recovery as a result of improved parent involvement. | Throughout the 2015-2016 school year |