**MARION CHARTER SCHOOL Title I, Part A Parental Involvement Plan 2016-2017**

**Family Engagement/Parent Involvement Mission Statement – How will you increase family engagement?**

Our primary mission at Marion Charter School is to find ways of enhancing each child's learning opportunities. We strive to work collaboratively with parents and families to nurture a love for learning and to help our students become lifelong learners. We believe that each child should be given opportunities to achieve and be successful and understand active participation by parents and family will help promote this success. We will work together to establish effective family-school partnerships. School and home must also work together to help ensure our students will achieve and succeed. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.

Marion Charter School is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school staff as we seek active participation by our parents.

**Involvement of Parents –How will you involve parents in school decisions?**

Parents of the charter school are invited to our Board meetings (held quarterly in October, January, April and June) where school improvement and parent involvement policies are developed. Parent input in regards to the School Improvement Plan and Parent Involvement Plan, is documented through Board meeting minutes. Parents are informed of all Board meetings through the family calendar shared at the start of the school year, weekly newsletters from the school, our school website, and postings on our message board. All parents are given the opportunity to participate in our annual survey where they can give input about the school, classroom, and Title I functions. Parents are also asked to meet with their children's teachers three times a year. At those meetings, progress is discussed and parents are made aware of opportunities to participate in their child's education.

Parents are also invited to attend our Meet and Greet Event, Open House, and the Title I meeting where pertinent school information is presented and discussed.

**Coordination and Integration – How will you coordinate with Federal Programs?**

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| Title I Part A  | Funds from Title 1 partially pay for our school website and parent portal. This allows parents access to all school information as well as their child's gradebook, classroom assignments and instructional resources. Additionally, Title 1 funds provide parent literature and materials to help them assist their children in school. These materials are passed out and/or made available to all of our parents. Our school is visited by the Title 1 van during the school year to allow parents to check out materials to help them work with their children. Marion Charter is also going to hold “Parent Make and Take Nights” where parents and their children color and cut out age appropriate folder games that the parents can use at home to help their children learn. We also provide several opportunities to parents where they can come and learn simple strategies in regards to homework, test taking, and being successful in school. Title I Brochure provides parents with information on HIPPY, Title I Pre-  |
| Head Start/VPK  | Even though we do not have a Head Start or VPK program, we do work closely with ELC (Early Learning Coalition) in order to provide strategies and suggestions to our parents who have younger children. Also, Valerie Lewis, our Guidance Counselor, visits local preschools in order to provide information about our school, and helpful ways to prepare their children for Kindergarten.  |
| Title X Homelessness  | Marion Charter School works closely with the homeless liaison and communicates frequently to meet the needs of homeless children and their parents.  |
| Title III- ESOL  | Our school, in conjunction with the county, provide parental involvement activities throughout the school year, and provide translation services to ensure their involvement in the school continues.  |
| Title I, Part C  | Marion Charter School works hard to ensure that migratory children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner. We work closely with our ESOL Coordinators to brainstorm and collect strategies to use with our migrant students.  |
| Title IV  | At our school, we take part in programs and activities that focus on drug and violence awareness and prevention, such as our "Say No To Drugs" and "Bullying Is Not OK" programs.  |
| Title V  | Marion Charter School is an Equal Opportunity School where we value and respect everyone.  |
| Title II  | Staff and faculty members participate in district professional development opportunities throughout the school year  |
| Federal Nutrition Program  | Marion Charter's Guidance Counselor identifies families in need and coordinates "Food 4 Kids"- a weekend food backpack program that provides nutrition supplements to children.  |
| HIPPY Program  | Home Instruction for Parents of Pre-school Youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four, and five year old children working with their parents as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and books designed to strengthen their children's cognitive skills, early literacy skills, social/emotional and physical development. Representatives from this program will hand out flyers at Open House and parent events and can be contacted by interested families in our school.  |
| IDEA  | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will always follow the MTSS policies, processes, and procedures.  |

**Annual Parent Meeting – How will you develop an Annual Title I Informational Meeting?**

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| **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| Parent Notification of Title I Annual Meeting sent home.  | Michelle Axson  | September 9, 2016 and September 16, 2016  | School newsletter and uploaded onto school website  |
| Title 1 Annual Meeting- the Director will discuss the required elements of the Title 1 program  | Michelle Axson  | September 28, 2016- 6-6:30pm  | Agendas, sign in sheets  |
| Family Handbook sent home the first day of school  | Michelle Axson  | August 10, 2016  | Annual survey  |
| Parents Right to Know Letters are distributed to all parents the first week of school.  | Michelle Axson  | August 10, 2016  | Annual Survey  |
| Student, Parent, and Teacher contract signing  | Teachers  | September 28, 2016  | Carbon Copy of contracts  |
| Student, Parent and Teacher Conferences  | Teachers  | At each report card conference  | Sign-In Sheets  |

**Flexible Parent Meetings – How will you ensure that parents may attend school meetings/events/family engagement workshops?**

Our teachers are available from 7:00-5:00 for parent conferences. Teacher assistants are available to cover a class if a teacher needs to meet during the day. Our Open House is held in the evening. Parent trainings/meetings are held at staggered times to provide flexibility to parents. Marion Charter's PTO meetings are scheduled at various times in order to provide flexibility and accommodate parent schedules. Also, we offer telephone and email conferences as needed.

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**Building Capacity – How will you build parent/family capacity?**

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Edline website connection to resources  | Classroom teachers, Michelle Axson  | This provides immediate access to grades/lessons/resource materials from any computer. This allows parents to see their child's grades so that they can provide remediation and/or enrichment at home. It also allows parents to be able to keep up to date on what is going on in their child's education.  | August 2, 2016- June 4, 2017  | Annual survey, access log on Edline  |
| Family Nights- fellowship, pass out learning materials  | Classroom teachers, Michelle Axson  | This allows parents to develop a comfort level with school personnel and feel welcome at school. By increasing the bond between school and home, it will benefit a child's education, as well as provide opportunities to share ideas, concerns, and successes with each other.  | Twice a year- winter and spring  | Annual survey  |
| Orientation- pass out learning materials, information to successfully begin school  | Michelle Axson  | Our orientation helps all students and parent become acquainted with expectations and we provide information and resources as needed so that all students can have the best education possible.  | August 9, 2016  | Annual survey  |
| Parent Party workshops from Second Mile Parent Initiative  | Michelle Axson; Rhonda Ashby; all classroom teachers at their grade level  | By having our parent workshops, parents are provided with ideas and strategies on how to better help their child succeed in school. By having these workshops, student scores on class work and tests, as well as county and state assessments, will increase.  | monthly  | sign in sheets  |
| Hands on Learning Nights  | Michelle Axson; Rhonda Ashby, Valerie Wells; Classroom Teachers  | Several times a year, we have what we call "Hands on Learning Nights". For our science night, we have a Science Consultant come and hold a hands on science night, where students and parents participate in science experiments, as well as learn or review items that tested on county and state assessments. For our math and reading nights, students and parents come in and play games that are related to math and reading. By  | Fall, Winter, and Spring  | sign in sheets  |
|  |  | doing these activities, student skills and scores will increase.  |  |  |
| Teacher Involving Parents Training  | Michelle Axson, Rhonda Ashby, Valerie Wells  | Teachers will learn how to develop and use tools and strategies to engage and support parent involvement.  |  yearlong  | sign in sheets  |
| Science Fair Information Night | Assistant Principal, Academic Coach | Reviewing the scientific process with parents of 4th and 5th grade students will give more science foundation so that students science knowledge increases. Science FSAs as well as LEOCEs’ scores will be increased.  | January 2017 | 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 AIMSweb data will show results of effort. | June 2017 | Notice of packets in Parent Newsletter,Picture of family packet |

**Staff Training – How will you build staff capacity in parent involvement/family engagement?**

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Teachers Involving Parents Program  | Michelle Axson, Rhonda Ashby, and Valerie Wells  | Comfort builds the desire to strengthen bonds. By strengthening bonds between teachers, parents, and students, student skills and scores will increase.  | yearlong starting on August 3, 2016  | sign in sheets  |
| MTSS/RTI Training on how to present information to parents in an effective way  | Valerie Wells,Guidance counselor  | effective communication with parents enhances student achievement especially in regards to MTSS and RTI  | August 4, 2016  | sign in sheets  |
| Monthly Data Chats  | Michelle Axson,Rhonda Ashby, Valerie Wells, and all classroom teachers  | Every month, we hold data chats where teachers and Administrative Staff can review student data so that we can come up with beneficial strategies and skills that will increase our students' skills and scores.  | Monthly  | Annual survey, student scores  |
| Monthly Curriculum Trainings  | Michelle Axson  | Every month, we hold trainings that allow our teachers to ask questions and be provided with strategies to use in their classrooms, so that their students' academic achievement levels and scores can increase. It all also teachers to provide the best education possible for their class.  | Monthly  | Annual Survey, student scores  |
| Positive Behavior System  | Michelle Axson  | Every month, we meet with teachers to review PBS  | Monthly  | sign in sheets  |

**Other Activities – What other activities engage and involve parents in building capacity?**

1. PTO- working together to strengthen the school/family connection- Initial meeting- August 23, 2016. Evaluation- Annual survey, PTO survey
2. Parent Resource Room and Lending library of videos and booklets on helping your child at school available from the guidance counselor. Library open August 22, 2016. Evaluation- annual survey
3. Family Fun Nights- families gather at school twice a year. Activities include materials give away to help parents work with children, book fair, and information table with resources. December 15, 2016- Winter, May 13, 2017- Spring. Evaluation- annual survey
4. Volunteer coordinator (Valerie Wells, Guidance Counselor) who matches parent volunteers with opportunities at the school. September 28, 2016. Evaluation- annual survey.
5. Valerie Wells, the Guidance Counselor, is available to work with parents on a variety of topics such as discipline, effective instructional strategies, motivation, and community resources. She also provides all parents with a listing of services that she provides as well as a way to contact her. The listing is included in the family handbook given to all families the first week of school. Parents are able to evaluate the guidance services in our annual survey.

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**Communication – How will you effectively communicate with parents/families in a timely manner?**

1. Timely information about the school and Title I programs are sent home by flyers, posted on the school website and outside bulletin board. Information is also sent via email communication, as well as, newsletters from school and class every Friday. Also during our annual Title I Parent Meeting before our Open House, we provide our parents with detailed information regarding Title I programs.

* 1. Marion Charter uses the same adopted curriculum as the District and is currently related to all Florida Standards as well as the Next Generation Sunshine State Standards. We are currently using McGraw Hill Wonders series for reading and Houghton Mifflin Harcourt Go Math! Series for math. The description and explanation of the curriculum used by our school is also posted in the Marion Charter School's Student/Family handbook and calendar, and is made available when school starts both online and in hard copy.

Marion Charter School uses the beginning of the year, weekly, chapter, mid-year, and end of the year assessments from the reading and math curriculum to assess student progress. We also use Learning Checks and AimsWeb testing as other tools to assess student progress. We provide daily remediation and enrichment to all students so that they can achieve academic success.

* 1. Parents are required to meet at least 3 times a year with their child's teacher to go over the report card and to go over their child's strengths and weaknesses in regards to academics and behavior. Outside of the required 3 meetings, all parents can request a meeting by note, email or phone call. Teachers are available from 7-3:15 or longer by appointment.

* 1. Our annual survey, done with Survey Monkey, is available to anyone who requests it.

The results and comments that are on the annual survey are submitted to Marion Charter's Board, and will be taken into consideration to add/change the information on future plans and contracts.

The school will maintain a Title 1 communication folder. Each time a Title 1 document is sent home, a sample copy will be dated and placed in the folder.

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**Accessibility – How accessible is your school to parents and families?**

All meetings are held in accessible buildings and rooms. We have bilingual translators on staff, who can assist in meetings for Spanish speaking parents. If requested, school forms will be translated into a parent's native language, if possible. Title 1 documents sent home are in Spanish and English. Parent requests for native language documents will be logged and a copy of the translated document will be included in the Title 1 folder with the date written on it when it was sent home. Marion Charter sends home information in a child's native language based on requests and if the child is considered ESOL. We also are in constant contact with parents to see if they received timely information.

 Parents of students with disabilities are contacted and invited both verbally and in writing, to attend annual IEP meetings.

**Discretionary Activities – What additional activities not mentioned in your plan help to build family and community engagement? N/A**

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| **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
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