**Marion Charter SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement** *(Optional)*

Describe how the parent and family engagement plan is a shared responsibility.

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| **Marion Charter School believes that parental involvement and parental engagement is essential for student development and achievement. We strive to build a positive relationship with parents, indicating our commitment to a TEAM approach to help *every child succeed*.** |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| The parent and family engagement plan is a shared responsibility developed through a collaborative effort. This collaboration allows strategic support to families to ensure student and family engagement and a quality instruction for all students. Additionally, parents will have access to rigorous and relevant events that will support academics and help all learners succeed. |

**Engagement of Parents**

Describe how the school will engage the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

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| **Marion Charter School believes in involving parents in all aspects of its Title One programs. Our School Board acts as our SAC (School Advisory Council) committee. Mrs. Axson, the Principal, will develop, implement, and evaluate all aspects of the School Improvement Plan and the Parent and Family Engagement Plan. She then reviews the SIP, school data, develops revisions, and presents proposals to the Marion Charter Board. All Board members are provided opportunity to review and offer input to the plan, prior to offering their approval.**  **Throughout the year, parents are presented with school involvement surveys to evaluate the school’s current parent activities. Data collected from parent surveys guides the activities planned for the following school year.**  **Parents and staff are provided with opportunities to add input to our SIP and PIP through our Board Meetings. If any input is given, then it will be recorded in the minutes at every Board meeting. Each Board Meeting will have an agenda that reflects school initiatives that need to be addressed. Board Meeting minutes will be documented and kept as record of parent and family participation. Marion Charter School Board Meeting minutes will be uploaded to the school’s website, as well as the Title Google Classroom for monitoring purposes.** |

**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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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, and other Title I Programs. |
| Title I Part C (Migrant) | 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 I Part D (Neglected & Delinquent) | N/A |
| Title II | Staff and faculty members participate in district professional development opportunities. |
| Title III - ESOL | The administration will coordinate with Grants and Federal Programs, ESOL department to identify students. ESOL paraprofessionals are placed in our school to provide appropriate academic support that they need to progress in learning a second language. |
| Title IV Part A | Our school organizes various academic events throughout the year to engage both students and parents in additional activities to extend their learning outside of the classroom environment. |
| Title IV Part B (21st CCLC) | N/A |
| Title IX Part C - Homeless | Marion Charter School works closely with the homeless liaison and communicates frequently to meet the needs of homeless children and their parents. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | Home Instruction for Parents of Preschool Youngsters (**HIPPY**) is a home-based, family focused **program** that helps parents provide educational enrichment for their preschool child. The parent is provided witha 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. |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional services and support are shared with parents as they are invited to attend their child’s IEP meetings. Teachers and staff will follow the MTSS policies and procedures. |
| Voluntary Pre-Kindergarten Program | Even though Marion Charter School does not have a VPK Program, we do work closely with the surrounding day cares. |

**Annual Parent Meeting** *(Stand Alone)*

Provide a description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program.

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| 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 also invited to other Title I meetings that we have here at our school. Parents are informed of all Board meetings and Title I meetings and activities through the family calendar that was shared at the start of the school year. We also post information on our weekly school newsletter, our school website, postings on our marquee, as well as using Skylert messages and posts on our school Facebook page. |

Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

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| Marion Charter holds an annual Title I meeting at open house. At this meeting, parents are informed on what a Title I school is, what additional funds are allocated to Title I schools, and what additional academic resources are purchased to support academic achievement. All parents are also 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. |

Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| During the Title I meeting, parents will be notified of their parent rights and invited to sign up for our PTO as well as signing up to become a Volunteer. Mrs. Axson, the Principal, will explain how parents can become active within the school throughout the year, and encourage parents to attend the Board and Title I meetings to discuss the school’s academic progress. |

**Flexible Parent Meetings**

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

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| 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. Parents are also invited to our quarterly Board Meetings. |

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

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| N/A |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| All of our school activities hosted through Title I are aligned to build stronger academic experiences between school and home. Our school encourages parents to attend academic parent nights in order to gain a better understanding of their child’s learning experience at Marion Charter School. Our 2017-2018 end of year parent survey reported through the interest pole along with written comments pertained to the need for better communication and requests for more materials for helping their children with reading and mathematics from home. To improve our capacity to increase parent engagement in these areas, we will begin with the following events and meetings:   * We will invite fathers to come to school with their children to participate in a reading and math learning activity, offered in both the morning and evening. (Donuts for Dad) * We will also invite our mothers to school with their children to participate in a reading and math learning activity, offered in both the morning and evening. (Muffins for Mom) * We will involve other family members in literacy activities though bi-monthly make and take workshops that will help parents to practice questioning their students as they read engaging text. * We will involve the family in science, as well, through a family engagement night inspired by the “fathers” initiative and in conjunction with the STEAM Science Nights.   We will build the capacity of families unable to attend face-to-face meetings/events by providing a link to view a recorded video of the annual meeting, upon request, as well as providing minutes and handouts on our webpage. |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| Marion Charter will offer opportunities for students to participate in various academically focused events, such as afterschool clubs, Author’s Breakfast, Winter International Carnival, and Make It Take Night. Flyers are sent out for parents to sign up for the events. By putting on these events, we are able to build positive social and academic connections with our parents. |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| Parents/families are also encouraged to visit the District Tile I Parent Resource Center located at Howard Academy Community Center, as well as the Title I Van. Teachers are also encouraged to utilize the Teacher Check-Out program that the center offers. |

Describe how the school will provide other reasonable support for parent/family engagement activities.

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| During parent/family engagement night, we encourage all family members to attend and have activities for all age groups. |

**Staff Development**

Provide a description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families.

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| Teachers will be informed of ongoing best practices when communicating with parents, progress monitoring student achievement, and communicating upcoming events that encourage parent attendance, input, and feedback. |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners.

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| Teachers will be trained on the effectiveness of parent communication. Teachers will be taught effective communication strategies when discussing their students’ academic and social well-being. Effective parent conferencing will lend to parents understanding on how to help their child in all academic areas. |

Provide a description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school.

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| Teachers will be trained in the MTSS implementation process. Teachers will have a better understanding of the intervention strategies needing to be implemented to ensure academic success in all academic areas. This will include parent communication throughout the process to gain additional academic support at home. |

**Other Activities**

Describe other activities (ex: parent resource center) the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren).

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| * This year Marion Charter School is going to be hosting Publix Math Nights under the guidance of our First Grade Teacher, Ms. Belwood. This activity increases the student’s ability to work and apply real world mathematical applications so the student’s math ability will be enhanced. After the students complete their activity at Publix, they will receive a certificate and some additional manipulatives to use at home. * STEAM Night is an additional activity that Marion Charter will host this year. Teachers at each grade level will present activities that their students completed as well as presenting the parents an opportunity to complete some additional STEAM activities with their children. Parents will leave with tools they can use at home to assist in raising their child’s academic achievement levels. * Author’s Breakfast is another annual event at Marion Charter. This is a literacy activity just for First grade students and their parents. The students get to read their published book to their parents, while enjoying a light breakfast. Afterwards, parents are provided with strategies they can use to enhance their child’s reading ability. * This year we would like to continue to do bi monthly Parent Nights that explores both reading and math content area activities that are tied to standards. As parents are taught reading and math strategies, they can work with their child at home to increase their child’s academic abilities. |

**Communication**

Describe how the school will provide timely information about the Title I programs.

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| Parents are provided communication through school newsletters, advertisements on our marquee, posts on our school website and Facebook page, as well as other various printed handouts. The stated types of communication are sent home with the students. Communication in Spanish is sent home as needed. |

Describe how the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.

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| During our informational open house night, parents will be informed on the various progress monitoring assessments used throughout the year. Parents will also receive a sample parent report that will explain what the data is explaining, and how to support their child at home based on their academic need. |

Describe how, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).

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| Marion Charter School parents are encouraged to join the school’s PTO organization, as well attend our quarterly Board meetings. Both forums provide an opportunity for parents to share their suggestions to improve the school’s academic progress, as well as serving as an integral part of the school’s decision making team. |

Describe how the school will submit parents/families comments if the school wide plan is not satisfactory to them.

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| Our Principal will develop, implement, and evaluate all aspects of the School Improvement Plan and the Parent and Family Engagement Plan. The Principal also reviews the SIP, school data, develops revisions, and presents proposals to the Marion Charter School Board. Parents can submit comments/concerns to the school principal who will then report back to the Board Members. |

**Accessibility**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.  School activities will be held on different days during the week. The Principal will determine parent availability and preference of activity times, and will schedule dates and times that are aligned to parent availability. |

Provide a description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

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| All school-wide information is sent home via print, phone call, email, website, and Facebook page. Documents or emails are transcribed as needed for parents who need it in another language. |

**Discretionary Activities** *(Optional)*

Describe any activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.).

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| N/A |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| Based on last year’s survey, parents stated that they couldn’t attend several of the meetings based on their work schedule, as well as having limited access to school communication. This year we are providing ample opportunities for parents to attend our activities as well as providing different was for our parents to receive information regarding our school. |

Provide description of 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).

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| Marion Charter School has an ESOL paraprofessional who works with both our students and parents throughout the year. We also have a parent liaison who serves as a community outreach facilitator for our parents. |