

Marion Charter School's

Parent and Family Engagement Plan (PFEP)



About Title I, Part A

Title I, Part A, provides local school districts and schools with resources that help children gain a high-quality education and the skills to master the Florida Standards. 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 than whether or not that family is affluent or poor. 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?

Title I, Part A defines parent involvement as the *...participation of parents in **regular, two-way and meaningful communications** with school staff that involves the student, addresses learning and engages the family in school activities.* The Title I, Part A classification of parent involvement derives from the definition of Parent and Family Engagement, as outlined in the Every Student Succeeds Act, circa 2017-2018.

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 at home. We value the contributions and engagement of parents and family members. The goal is establishing 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: www.marioncharter.org

School Year: 2025-2026

1. PARENT AND FAMILY ENGAGEMENT PLAN GOAL

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.

2. JOINTLY DEVELOPED

How will the school:

- 1) involve parents in developing the school parent and family engagement plan?
- 2) make the parent and family engagement plan available to the local community?
- 3) update, at least annually, the school parent and family engagement plan to meet the changing needs of parents and the school?
- 4) Submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents?
- 5) address opportunities for regular meetings, parent-teacher conferences, volunteering, and access to staff if requested by parents?

(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. Communication of upcoming opportunities will include social media, school website, newsletters, teacher DOJOs, school marquee, fliers and Skylert messaging.

(2) 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.

(3) 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.

(4) 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.

(5) 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 for more information.

3. ANNUAL TITLE I MEETING

Describe how the school will conduct an annual meeting (before November 1st) to inform parents of the requirements of Title I, 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.

4. COMMUNICATIONS

How will the school:

- 1) ensure that the plan is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand?
- 2) offer meetings at various times (such as in the morning and evening)?
- 3) offer meetings in different formats (such as online and in-person group meetings, home visits or other types of individual meetings)?
- 4) 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?
- 5) monitor two-way communication to ensure timely responses.

(1) 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.

(2) 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.

(3) 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 on different days in order to accommodate our parents.

(4) 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.

(5) We continuously monitor two-way communication with our parents and families to ensure that they are receiving information in a timely manner as well as ensuring that we respond to any questions or concerns that they may have as soon as possible.

5. BARRIERS

1. Will the school offer transportation as such services relate to preventing parent and family engagement barriers?
 - a. If yes, please describe.
2. Will the school offer childcare, as such services relate to preventing parent and family engagement barriers?
 - a. If yes, please describe.

(1) 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.

(2) 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.

6. SCHOOL-PARENT COMPACT

Describe how the school:

- 1) and families will jointly develop a School-Parent Compact.
- 2) will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement in the School-Parent Compact.
- 3) will build and develop a partnership with families to help children achieve challenging State academic standards.

(1) 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.

(2) 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.

(3) 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.

7. COORDINATION OF FUNDS

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 5th 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 5th grade families in order to ease the transition from elementary school to the middle school by hosting our annual 5th 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.

8. BUILDING CAPACITY OF PARENTS

Describe how the school will provide parents with the following:

- 1) A description and explanation of the curriculum and resources.
- 2) Individual student academic assessment results and interpretation of those results.
- 3) A description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards.

(1) 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.

(2) 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 5th Grade Parent Night.

(3) 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.

9. Please include 4 Parent/Family Workshops/Opportunities (1 per quarter), 2 of which could be Academic Conference Team events.

Title	Purpose	Quarter Date(s)/Time(s)
Annual Title I Meeting	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 10, 2025 at 5:30 p.m. and 6:00 p.m.
Open House	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 10, 2025 6:00 pm
3rd, 4th, and 5th Grade F.A.S.T. Night	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 8, 2025 5:30 pm
Academic Conferences with Parents	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 20 th -Oct. 31 st , 2025 Times will be scheduled on an individual basis.
Family Math Night	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, 2026 6:00-7:00 p.m.
Dr. Seuss Literacy Night	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 4, 2026 6:00-7:00 p.m.
Academic Conferences with Parents	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 23rd-April 3rd, 2026. Times will be scheduled on an individual basis.
5th Grade Parent Night	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 5th grade as well as their transition into middle school.	May 6, 2026 2:45 p.m. and 5:00 pm

The activities listed may be updated after publishing.

10. BUILDING CAPACITY OF SCHOOL STAFF

Describe how the school will train teachers, specialized instructional support personnel, other school leaders, and other staff, with the assistance of parents in the following:

- 1) The value and utility of contributions of parents.
- 2) How to reach out to, communicate with, and work with parents as equal partners.
- 3) To implement and coordinate parent programs and build ties between home and school.
- 4) To provide information in a format, to the extent practicable, in a language the parents can understand.
- 5) To respond to parent requests for parent and family engagement activities.

(1) 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.

(2) 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.

(3) 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.

(4) 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.

(5) 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 it's 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: _____
