

## **SADDLEWOOD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Jennifer Beck , 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)].

---

**Signature of Principal or Designee**

**Date Signed**

### **Mission Statement**

Our primary mission at Saddlewood Elementary is to find ways of enhancing each child's learning opportunities. We strive to work collaboratively with parents and families to foster a love for learning and to help our students become lifelong learners. We believe that active participation by parents and family will help promote this. We will work together to establish effective family-school partnerships. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.

---

### **Involvement of Parents**

Saddlewood Elementary will involve parents in the review of Title 1 programs, including the development of the Parent Involvement Plan, through our School Advisory Committee Meetings and the Parent Climate Surveys. Members will be selected according to SAC by-laws by ballot at large from their peer group. Parent input will be documented through SAC minutes and agendas. Goals within the Parent Involvement Plan will be discussed at monthly SAC meetings and parents will be included in the development of any plans. The SAC will participate in the decision making process for the spending of Parent Involvement Funds.

The Local Education Agency (LEA) has a District Parent Involvement Review Committee. The SAC chairpersons from each of the Title I schools along with School Parent Liaisons, Community Leaders, Title I Parent Involvement staff, and Title I Instructional Support Personnel make up this committee. The committee brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.

---

## Coordination and Integration

Program	Coordination
HIPPY	Home Instruction for Parents of Preschool 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 environment. Representatives from this program will hand out flyers at Open House and parents events and can be contacted by interested families in our school.
Title X-Homeless	The administration will coordinate with our 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 and Federal programs, ESOL department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language.
Title I Part C-Migrant	The administration will contact the Migrant Department of Grants and Federal Programs office. This office will provide academic support to the students and help families with resources they may need,
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 follow the MTSS policies and processes.
Involuntary Pre-Kindergarten/Public Preschool	Title I coordinates with the Early Learning Coalition, and schools in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida's Involuntary Pre-Kindergarten programs. VPK and (ESE) VPK classrooms are established in schools based on school and community needs.
Title I Part A	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 training and Workshops will be coordinated with Title I, Part A.
Title II	Staff and faculty members participate in district professional development opportunities.
Federal Nutrition Program	Our guidance department identifies families in need and coordinates "Foods for Kids"-a weekend food backpack program providing nutrition supplements.

---

## Annual Parent Meeting

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda and establish date	School Administration	August 2016	Copy of agenda and copy of the Powerpoint
Send announcement flyer home to all students	School Administration	August 2016	Copy of flyer
Hold Annual Parent Meeting	School Administration	September 8, 2016(K-2) September 13, 2016 (3-5)	Sign in sheets and parent evaluations
Maintain Documentation	School Administration	August 2016	Monitor documents and ISP uploads to Federal Programs Portal

## Flexible Parent Meetings

Saddlewood Elementary School administration and teachers will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at our school are:

- Parent Information Nights and the Annual Title 1 Meeting will be conducted in the evening during the month of August with babysitting services available. This allows many of our working parents to participate.
- Parent Training and Family Engagement Workshops are presented in the day and again in the evening. Childcare is also available for those who are in need of this service.
- SAC meetings are scheduled in the evening once a month with babysitting services provided.
- 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 for teachers.

## Building Capacity

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
K-2 Parent Information Night	Leadership Team, K-2 Teachers	Parents will learn about the curriculum taught in their child's grade level, develop a relationship with their child's teacher and other staff members, and obtain resources to help their child at home. This will support on-going success in all areas throughout the year.	September 2016	Agenda,

3-5 Parent Information Night	Leadership Team, 3-5 Teachers	Parents will learn about the curriculum taught in their child's grade level, develop a relationship with their child's teacher and other staff members, and obtain resources to help their child at home. This will support on-going success in all areas throughout the year.	September 2016	Agenda,
"Ready, Set, Go Parents!" (Math Night)	Leadership Team, District Parent Involvement Staff, Parent Liaison	By helping parents understand the new math standards and learn strategies for solving real world mathematical applications, students in grades K-5 will increase their mathematics scores on FSAs and LEOCEs. Parents will receive materials and a follow up video to use at home. The Parent Resource On Wheels will also be available.	September/October 2016	Agenda,
Parent Conference Night	Leadership Team, Parent Liaison, Teachers	Parents will schedule individual times to meet with teachers to discuss their child's progress. Areas of strengths and weaknesses will be determined so parents know what to focus on at home. Strategies and resources will be provided for parents to use with their child. As a result, academic performance will improve.	January 2017	Parent sign-in sheet, Parent Conference Logs
"Lunch and Learn"	Leadership Team	Parents will gain knowledge of Florida State Standards in Reading, Writing, Math, and Science. Parents/families of 3rd-5th grade students will learn strategies to help their children practice/prepare for testing at home. Scores on FSAs, and FCAT Science will show an increased level.	February/March 2017	Agenda,
Academic Carnival	Leadership Team	Families will participate in hands-on academic challenge games which they can also use at home.	May 2017	Copy of flyer, Parent sign-in, Parent evaluations

## Staff Training

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
MTSS	District, Administration, Coaches, Guidance Counselors	Student Scores on District Learning Checks will increase.	August 2016-June 2017	TNL reports/Teacher sign-in sheets
School Parent Liaison Training	District Title I Parent Involvement Staff	There will be an increase in parent involvement/family engagement. Students' scores on FWAs, FSAs, LEOCEs will increase.	Quarterly trainings throughout the school year.	Number of parents participating in parent trainings, parent involvement events and family engagement workshops will increase.

Florida Standards Training	Administration, Coaches, Lead Teachers	Training for teachers on the new FSA Standards will result in higher achievement and proficiency on the FSA test in grades 3-5 grade	August 2016	TNL reports, teacher sign-in sheets, and agenda
Identifying the Gifted Child	School Psychologist	Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening	All year	Teacher sign-in sheets and agenda
Positive Family Communication/Effective Conferences	Administration,	Student performance on FSAs, RWAs, and LEOCEs will increase.	November, 2017	75% of parents will attend one parent conference.
Parent Portal/ Teacher Websites	Administration, Coaches, Media Specialist	Student grades and scores on District Learning Checks will increase.	August 2016-June 2017	Teacher sign-in sheets

## Other Activities

Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year.

- A Parent-School Compact will 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 in grades 2-5 will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications.

- Our school will hold an Orientation Day in August, 2016 to increase parent awareness of the school and teachers' goals and expectations.

- Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year {May} a gathering 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.

- The Title I Parent Resource Center on Wheels will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, Skylert calls, and noted on marquee/website for all parents/families.

- 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.

- Home School Connection Newsletters will be sent home and a link will be shared on the school's website.

- District Parent Surveys dates will be advertised on our school's Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.

- Our school will recruit additional SAC and PTO members to help research available

resources, school needs, and establish a year-long plan.

- Our Holiday Lunch will allow families an opportunity to enjoy lunch and festivities with their child.
- Polar Express Night will enable families to interact with a variety of literacy activities.
- Choir Performance- Parents and families will be invited to attend.
- Family Music Night- Parents and families will be invited to participate in learning about musical instruments.
- "Muffins for Moms" is held in May for families of Kindergarten students.
- School Spirit Nights will be held at community restaurants (PDQ, Freddy's, Chuck E. Cheese, McDonald's) quarterly

---

## **Communication**

Parent Information Nights will be held to share information about the Title I programs 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 August 2016.

Teachers, counselors, the Home School Liaison, and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.

School personnel will participate in Progress Monitoring Meetings three times per school year, to discuss student proficiencies and/or needs. Following these meetings, parents and teachers will meet via a parent-teacher conference to discuss ways to improve and track student performance.

IEP staffings and Attendance Child Study Team Meetings will be attended by school and district personnel to discuss identified students and strategies for addressing their needs. Parents are invited and encouraged to attend these meetings.

Home visits are provided by Social Services.

ESOL paraprofessionals are available for translation during any school activity for parents that are non-English speaking.

Newsletters, flyers, and notices are also translated for families that are non-English speaking.

All school information is disseminated through a monthly newsletter, the Skylert calling system, the school's website, and the marquee.

---

## **Accessibility**

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.