**2017-2018 SADDLEWOOD ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

I, Heather Lipira\_, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.

· Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.

· Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the school plan to the local community.

· Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review and improvement of the school parent and family engagement plan.

· Use the findings of the parent and family engagement plan review to design strategies for more effective family engagement and to revise, if necessary, the school’s parent and family engagement plan.

· Provide each family with an individualized student report about the performance of their child(ren) on the State assessments. (ESEA Section 1116)

· Provide each family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who has not completed the criteria for state level certification.

· Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

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| **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** Parent and Family Engagement Plan (PFEP)**Involvement Plan, through our School Advisory Committee (SAC) Meetings and the Parent Climate Surveys. SAC members will be selected according to SAC by-laws by ballot at large from their peer group. Goals within the PFEP will be discussed at monthly SAC meetings and parents will be included in the revisions to the plans. The SAC will participate in the decision making process for the spending of** Title I and Parent Inv. Funds.This documentation will be uploaded to our school’s Title I jump drive and maintained for monitoring purposes.

**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 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 with Other Federal Programs**

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 invites and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.

Involuntary Prekindergarten/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**

School Administration will develop agenda and power point for the annual Title I parent meeting in August, 2017.

Copy of agenda and copy of the PowerPoint will be saved and available when requested.

School administration will send a flyer home to all students-School Administration August 2017 as well as use the Sky alert messaging service to inform all families.

Sign Documentation and evidence of this meeting will be sign-in sheets and parent evaluations. A copy of the power point will also be kept in sheets and parent evaluations.

Documentation will be uploaded to the school’s Title I jump drive and maintained for monitoring purposes.

**Saddlewood will hold its annual Title I meeting on September where we will explain that Saddlewood is a Title I school, how that works, and the benefits received from the program. A PowerPoint is presented to parents sharing the school grade, tests results, and our goals created for the school to improve.** Parents/families learn about Title I guidelines and their rights to be engaged in their child’s educational career.

**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 Night and the Annual Title 1 Meeting will be conducted in the evening September 21 from 6:00-7:30PM. 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.**

**·SAC meetings are scheduled in the 3rd Thursday of every month at 3:30 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. The school also offers a Parent-Teacher conference night where parents can sign up to come after work hours**

**Building Capacity**

A parent training evening will be held on November 16th beginning at 6:00 PM with a focus on math skills.

**Staff Training**

**Administration, Content area Specialists, and the guidance department will provide a training to educate our teachers on the importance and value of p**arent and family engagemen**t. On August 7 at a training teachers will be trained on the important of parent communication and how to truly leverage this for better student achievement.**

 **Other Activities**

Each parent will receive a Calendar of Events which provide important dates for parent involvement and engagement opportunities 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.

 ·Our school will hold an Orientation Day in August 9, 2017 to increase parent awareness of the school and teachers' goals and expectations.

·Volunteer & Mentor Appreciation Program - At the beginning of the year, September 21, 2017 from 8:00-9:00, a recruitment and training will be offered to potential volunteers and mentors by the at the end of the year, 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 Mobile Unit 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 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.

·School Spirit Nights will be held at community restaurants (Chuck E. Cheese, McDonald's) in October and April

**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 September 21.

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 and family engagement.

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.

**Parent communication will be required by all teachers on a weekly basis to communicate with parents on the progress of their child/children in the classrooms. We will implement “parent committees” where parents will have the opportunity to be a part of a committee that interests them as a way to reach out to my families and get them engaged in the school.**

·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.

**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.**