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

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** 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. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e) (4)].

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| **count** | **Program** | **Coordination** |
| 1 | Head Start | School personnel at Saddlewood Elementary will inform parents of available programs through notices sent via students and our school marquee. Also, home visits will be conducted by Social Workers and Social Worker Assistants who can deliver registration forms. All support and resources are coordinated through the District Title I office. |
| 2 | Even Start | School personnel at Saddlewood Elementary will inform parents of available programs through notices sent via students and our school marquee. Also, home visits will be conducted by Social Workers and Social Worker Assistants who can deliver registration forms. All support and resources are coordinated through the District Title I office. |
| 3 | Home Instruction/Preschool | School personnel at Saddlewood Elementary will inform parents of available programs through notices sent via students and our school marquee. Also, home visits will be conducted by Social Workers and Social Worker Assistants who can deliver registration forms. All support and resources are coordinated through the District Title I office. |
| 4 | Parents as Teachers | School personnel at Saddlewood Elementary will inform parents of available programs through notices sent via students and our school marquee. Also, home visits will be conducted by Social Workers and Social Worker Assistants who can deliver registration forms. All support and resources are coordinated through the District Title I office. |
| 5 | Public Preschool | School personnel at Saddlewood Elementary will inform parents of available programs through notices sent via students and our school marquee. Also, home visits will be conducted by Social Workers and Social Worker Assistants who can deliver registration forms. All support and resources are coordinated through the District Title I office. |
| 6 | Title 1, Part C, Title II, Title III, Title IV, and Title VI | School personnel at Saddlewood Elementary will inform parents of available programs through notices sent via students and our school marquee. Also, home visits will be conducted by Social Workers and Social Worker Assistants who can deliver registration forms. All support and resources are coordinated through the District Title I office. |

**Annual Parent Meeting**  
  
Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | There will be 2 Title I meetings held prior to our school Parent Information Night Meetings. | School Administration | September 11th and 16th, 2014-Parents notified 9/5 and 9/12 | Attendance Rosters |
| 2 | Presentation of Title 1 PowerPoint | School admin | Sept. 11 and 16 | Attendance rosters |
| 3 | 3rd presentation of Title 1 PowerPoint | School admin | Oct 6 prior to 1st SAC meeting | Attendance rosters |
| 4 | Review of Parent compact contents | School admin | Sept 11, 16 and Oct 6 | completed compacts |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:** Saddlewood personnel will conduct a Back to School Orientation for parents to be held in the morning. Also, Parent Information Nights will be held in the evening during the month of September with babysitting services available. Our school will also host School Advisory Committee Meetings to be held in the evening once a month with babysitting services provided. In addition, we will conduct Literacy Nights held in the evening at a variety of times. Parent conferences and student staffings are also conducted at a variety of times to meet the needs of parents and teachers. With the roll out of the new Florida Standards Assessment, we will also be meeting with parents in the spring to explain what we know about the new testing format, computer testing, and testing schedules. We will also make them aware of the new Local End of Course Exams for students and subjects that are not state tested. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Portal | School personnel/parents | Parents will have the ability to access student grades regularly online. This allows parents to have a good understanding of their child's needs, which will result in more support and open communication with the teacher. | Throughout the 2014-15 school year | Parent Portal Participation report |
| 2 | Literacy Nights | Administration | Improved student performance on assessments | Throughout the 2014-15 school year | Attendance rosters and evaluation forms |
| 3 | Parent Information Night for parents to receive information regarding grading and proficiency requirements, online academic resources, and AR Home Connect | Administration | Improved student performance on assessments | Fall 2014 | Parent attendance rosters and completed evaluation forms |
| 4 | Flexible Scheduling of parent/teacher conferences to receive specific information regarding student performance and strategies parents can use to assist in improving their children's performance. | School personnel | It will be measured by monitoring of student grades, including performance on Focus Calendar Assessments and standardized tests. | Before/After school during the 2014-15 sch. year | Parent Conference Forms |
| 5 | Parent Testing Information | administration | It will be measured by student performance on state tests and LEOCE's. | Spring 2015 | Parent Attendance roster and completed evaluation forms |

**Staff Training**  
  
Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Refresher course on Blackboard Connect to be utilized as a communication tool with parents | Administration and Academic Coaches | Improved student performance on assessments due to on-going communication with parents. | Fall 2014 | Blackboard Connect Communication Reports |
| 2 | Professional Development for maximizing use of Parent Resource Room | Reading Coach | Improved student performance on assessments | Fall 2014 | Parent Resource Check-Outs |
| 3 | Empowering Parents Workshop | District Title I Office | Improved student performance utilizing strategies learned from the workshop | November 2014 | Training documentation focusing on parent strategies learned from the workshop and evaluation forms and sign in sheets |
| 4 | Providing Testing news for teachers' newsletters | Administration | Improved students performance on FSA | Fall and Spring 2014-15 | Copies of newsletters |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:** The Saddlewood Parent Resource Center will be made available by the Academic Coach during the 2014-15 school year so that assistance can be provided in choosing materials for specific student needs and will be evaluated by the monitoring of the number of checkouts.  A "Family Literacy Night" will be conducted in the Fall and Spring of the 2014-15 school year by school Administration and participating staff in which sessions will be provided to train parents to assist their child in reading. The effectiveness will be monitored by Title 1 Evaluation Forms.  Parent Information Nights for parents will be held in the evening by school Administration in September 2014. The effectiveness of these meetings will be evaluated by attendance rosters.  Communication will be sent regularly to parents to invite them to utilize the Title I Resource Van throughout the 2014-15 school year as it comes to our school. This initiative will be measured by attendance rosters. In addition to this, a section of each school-wide newsletter contains Title I Resource information for parents. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description 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 [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** Saddlewood Elementary will conduct Parent Information Nights to present an overview of curriculum and give information regarding Title 1 programs. Parents are informed of these opportunities through newsletters, and Connect5 calls. School personnel will participate in Progress Monitoring Meetings three times per school year, to discuss student proficiencies and/or needs. Following these Progress Monitoring meetings, parents and teachers will meet via a parent-teacher conference to discuss ways to improve and track student performance. Also, IEP staffings and Attendance Child Study Team Meetings will be attended by school personnel and district personnel to discuss identified students and strategies for addressing their needs. This information will then be shared with parents. If requested by parents, regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children will be established.  Parents will be invited to attend to attend School Advisory Committee Meetings and will be asked to submit suggestions regarding the school's programs and their child's overall education.  Parents may also provide comments/suggestions on the School Climate Survey. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:** Newsletters, flyers, and notices will be translated into Spanish. Also, ESL paraprofessionals will be present at Parent Conference Night in the capacity of translators. Parents with disabilities are regularly invited to all parental involvement activities and if support is needed to accommodate a disability, appropriate arrangements will be made. |

**Discretionary Activities**  
  
Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Family Literacy Nights | Administration | Improved student performance on assessments | Fall 2014 |
| 2 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Parent Information Nights, Open House, Parent/Teacher Conference Night | School personnel | Improved student performance on assessments | 2014-15 school year |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | School supplies donated by area department stores/churches will be used to support families. A local church will provide students with an after school faith-based program on a weekly basis. This church also supports our school by providing food for needy students. | School personnel will arrange the disbursement of donations to families. | Improved student performance on assessments | 2014-15 School year |