**Saddlewood Elementary School SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement** Our mission at Saddlewood is to provide all students with the opportunity to achieve their personal best, to build good character, to learn respect for themselves and others, to accept responsibility for their actions, while developing a love of learning while being actively engaged in the learning process.

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

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| **Saddlewood Elementary will involve parents in the review of Title I 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, and 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.** |

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 offers many learning opportunities for our families to better connect and be engaged with the educational process for their children. Through many learning and engagement opportunities, parents can be an integral part of their child’s learning alongside the school. |

**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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| SAC meetings will be held on the third Thursday of each month where parents will have the opportunity to review and be involved in the decision making process. These SAC meetings will be advertised on our school calendar that are sent home with every student. In addition, an email reminder is sent out to parents reminding them of the meetings and babysitting services are provided free so all families who want to attend may. |

**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 | Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are utilized 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 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. |
| Title I Part D (Neglected & Delinquent) | N/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. |
| 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 IV Part A | N/A |
| Title IV Part B (21st CCLC) | N/A |
| Title IX Part C - Homeless | The administration will coordinate with our District Homeless Liaison, Suzanne Mcguire, who will provide the students and families the resources and support they need alongside our school guidance counselors. |
| Home Instruction for Parents of Preschool Youngsters (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. |
| Individuals with Disabilities Education Act (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. |
| Voluntary Pre-Kindergarten Program | 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. |

**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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| School Administration will develop agenda and power point for the annual Title I parent meeting to occur September 27 at 5:30PM. **The PowerPoint will be presented to parents sharing the school grade, tests results, and our goals created for the school to improve.** Parents/families will also learn about Title I guidelines and their rights to be engaged in their child’s educational career at this meeting.  School administration will send a flyer home to all students in August 2018 as well as use the Sky Alert messaging service to inform all families. Teachers will send Dojo class messages, Twitter posts, and notices placed on the school marquee in a timely fashion.  Sign Documentation and evidence of this meeting will be sign-in sheets and parent evaluations.  Documentation will be uploaded to the school’s Title I Google Classroom and maintained for monitoring purposes. |

Provide a description of the nature of the Title I program that is shared with parents.

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| SDE operates a school wide Title I, Part A program, which is the largest federally funded grant program for grades K-12. It is designed to provide all children that attend low-income schools significant opportunities to receive a fair, equitable, and high-quality education. |

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

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| Parents/families will learn about Title I guidelines and their rights to be engaged in their child’s educational career at the Title I meeting and PowerPoint presentation will cover yearly progress, school choice, and the rights of parents. The school administration will present at this meeting in a large group type meeting explaining Title I and discussing school data. |

**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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| **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 27 from 5:30-7:00PM. 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 6:00 with babysitting services provided.**  **·Student award ceremonies are presented during the school day at a variety of times at the end of the year.**  **·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. Parent-teacher conferences can be via speaker phones if necessary for families who can’t attend.**  **The school also offers a Parent-Teacher conference night where parents can sign up to come after work hours. This is offered in January 10, 2019 from 2:00-6:00.**  **-Grinchwood parent engagement night will occur on Friday, December 7 from 6:00-8:00.**  **-Academic Carnival will occur on a Thursday, April 18 from 5:00-7:00.** |

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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| Free child care is provided to all families for SAC meetings. |

**Building Capacity**

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

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| A parent evening will be planned to helped parents learn math standards relevant to their grade levels. We will have our annual Grinchwood event for our students and their families to participate in learning activities together. Our Academic Carnival will also be held in April where families can participate in learning activities together. Parents will have the opportunity to request trainings through a suggestion box in the front office and the parent survey from the prior year will be utilized to make decisions on what trainings to offer. Math is our school wide focus, so trainings on specific math strategies will be offered. Parents unable to attend may request to meet with our Intervention Teacher, to review what was learned as well as examples to be posted via the schools website for parents to utilize. |

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

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| SAC meetings are held every other month and parents are encouraged to attend meetings. Reading Pals work closely with our K students and volunteers are encouraged to work with students on reading and basic math facts. Our business partner Webster University again will be active in our school community and be working with students in 4th-5th grade on science investigations. |

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

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| Strong Fathers curriculum will assist our fathers in working with their children next year. In addition, many parent night events will be held to support our families on ways to help their children in their academic areas they may need help with. Families are given the opportunities to test out and apply new skills. They will receive feedback and coaching as they request from teachers. |

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

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| Parent will be able to attend parent conferences at their convenience to get individualized support for themselves and their child’s specific needs. In addition, the Title I Parent Resource van attends Saddlewood on a rotating basis, which will be advertised to parents to also gain support and materials to support their child’s learning. Connected Classroom containing Cyber Coaching will assist developing educators’ confidence as they are implementing newly learned strategies and Teacher Talk, which is a forum for educators to receive resources, network with other educators and share successes. This will help support our teachers as they work to actively engage parents in the learning process. |

**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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| Parent liaison (Jessica Bramlett) will present a training to all staff on the importance of family engagement, ways to engage, and have team planning meetings to help facilitate this at each grade level. In addition, she will be training staff on the Strong Fathers initiative we will implement at our school in the fall. Teachers will getting training on how to hold an effective parent conference to help support parents and their child(ren) in the learning process. |

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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| Parent liaison (Jessica Bramlett) will present a training to all staff on the importance of family engagement, ways to engage, and have team planning meetings to help facilitate this at each grade level. In addition, she will be training staff on the Strong Fathers initiative we will implement at our school in the fall. Each teacher will be required to call every family in the first month of school, as well as communicate in newsletters, class Dojo, or have a teacher website for parents to be able to access. The communication should be ways to help their child at home and how to collaborate with the teacher to ensure student success. |

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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| Parent liaison (Jessica Bramlett) will present a training to all staff on the importance of family engagement, ways to engage, and have team planning meetings to help facilitate this at each grade level. In addition, she will be training staff on the Strong Fathers initiative we will implement at our school in the fall. |

**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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| Each parent will receive a Calendar of Events, which provide important dates for parent involvement and engagement opportunities throughout the school year. This calendar of events highlights dates that activities will occur as well as information about our school so parents can keep and reflect back on when needed. |

**Communication**

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

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| 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 27. Class dojo, school marquee, flyers, Twitter posts will advertise events to parents. Flyers will be provided in English as well as Spanish. ESOL interpreters are made available when parents have questions or need assistance. |

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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| Parents will get detailed information home about iReady assessments quarterly, FSA results sent home with parent letter explaining levels and grade level expectations, and parents will get individual information during parents conferences. In the quarterly newsletter, a section will be dedicated to curriculum updates and news for parents to have a better understanding as well. Teacher newsletters will also have information about standards being taught relevant to their specific grade level. A flyer will go home explaining the types of assessments teachers may give and FSA reports sent home to parents explaining their students FSA levels. The Community Reads webite will also be advertised for families to gain access to curriculum information for their child. |

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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| SAC committee parents are invited to formulate suggestions for school wide initiatives. All parents are invited to attend parent conferences, Progress Monitoring Meetings/Student Assistance team meetings for their children, IEP meetings when applicable |

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

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| Comment/suggestion box to be located in our parent/family/community waiting area right next to the front office. SAC committee meetings are another way families can connect t the school and voice suggestions on the school wide plan. |

**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.** |

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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| Quarterly newsletters will be sent home in English and in Spanish for our families. Flyers will be sent home to advertise events, Class Dojo will be used to advertise events for all parents when related to their grade levels, Saddlewood website and Twitter will help advertise events and information for parents. Lastly, a calendar is sent home to all students and their families with events for families to plan ahead. |

**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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| The times of trainings and days made it difficult for parents. Families who speak another language could be a barrier. |

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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| Training days and times will vary for the upcoming school year and interpreters will be available at all events for parents to utilize for assistance in their native language. Virtual engagement activities may be available to parents with the technology to participate. ESOL paraprofessionals will be available at all parent trainings and hearing interpreters can be available as requested by a parent prior to the engagement activity. |