



# Saturday School

## 1st Semester Review Process

The George B. Thomas, Sr. learning Academy relies on principals and other school staff to help implement the Saturday School program in their cluster. The most successful Saturday School centers are in clusters where principals are actively involved with the program—from before the centers open in the fall until closing ceremonies in the spring. The activities listed below are the key tasks that the Saturday School asks principals to accomplish during the first semester. We hope that by organizing these tasks by month, it will make what is expected a little easier. Please share this with your administrative team to get them involved with the program. Thank you for your ongoing leadership and support!

### July–August

- Ensure that Saturday School registration materials have arrived at the school and arrangements have been made for timely distribution and mailing to parents.
- Brief the school administrative team about Saturday School and make sure everyone knows how to access information about the program.
- Provide school counselors and teachers with program information and encourage them to inform students and their parents.
- Include Saturday School information in the New Parent Packet and Student Registration Packet.

### September–October

- Identify and promote enrollment for High School Assessment (HSA) Bridge support for eligible 12th grade students.
- Include information about Saturday School in the school and principal newsletters, on your school's Website, in PTA bulletins, on school message boards, in Connect Ed messages, and in other correspondences.
- Contact Saturday School Center Director from your school site during the first semester.
- Create a link to the Saturday School Website ([www.saturdayschool.org](http://www.saturdayschool.org)) from your school's Web site.
- Assist in recruiting tutors (certified teachers) and volunteers for the program through outreach and communication activities.
- Provide newly enrolled students/parents with information about the mission and benefits of Saturday School.
- Train the main office staff in how to answer parents' questions about Saturday School or to direct them to someone who can.
- Develop and implement a process for regular communication between the Saturday School center director and key school staff, such as the AP and/or school counselor.
- Be aware of which students from your school are enrolled in Saturday School and implement strategies to increase participation of students in the program. (*Saturday School enrollment data is sent to principals monthly.*)
- Attend Saturday School Opening Ceremony at your center site and encourage your staff to attend as well.
- Provide information about Saturday School to the PTA and Parent Council to ensure that they are aware of the academic support that is available for their children.
- Include Saturday School as a strategy in the School Improvement Plan.
- Ensure that the school counselor and other staff members are aware that middle and high school students can receive SSL hours when they volunteer as tutors in Saturday School, and that seniors who volunteer are eligible to apply for the George B. Thomas, Sr. Learning Academy High Achievement Scholarship sponsored by Verizon MD.
- Refer to [www.saturdayschool.org](http://www.saturdayschool.org) to view the Principals Q&A.

### November–January

- Ensure that teachers and counselors know which students from your school are enrolled in Saturday School.
- Communicate with parents and students to remind them that Saturday School operates all year (September–April) and students can enroll at any time throughout the year.
- Review Saturday School enrollment report for your school on a regular basis and continue to identify students who would benefit from the program and encourage them to participate.
- Identify and promote enrollment for High School Assessment (HSA) Bridge support for eligible 12th grade students in the second semester.