

Sausalito Marin City School District  
**Bayside Elementary School**  
**School Parental Involvement Policy**  
**Updated 2009-2010**

**PART I.**      **General Expectations:**

Bayside Elementary School is dedicated to providing a quality education for each student. We recognize that a crucial part of effective schooling is parent involvement. The school cannot do its work in isolation from the home. Families and schools need to collaborate to help children adjust to the responsibilities of being successful students.

Research has shown that involvement by parents and families, when in partnership with the school contribute greatly to students' successful achievement and conduct. Bayside Elementary school has established the following expectations for parent involvement as stated in section 1118(b), of the Elementary and Secondary Education Act (ESEA).

1. Parent Involvement refers to the efforts of any caregiver who has the responsibility of caring for a child, including parents, grandparents, aunts, uncles, foster parents, step parents, etc.

**Bayside Elementary School will:**

- Jointly develop with parents a School Parental Involvement Policy and School-Parent Compact that the school and parents of participating children agree on.
- Notify parents about the School Parental Involvement Policy in an understandable and uniform format and, to the extent practicable, will distribute this policy to parents in a language the parents can understand.
- Make the School Parental Involvement Policy available to the local community.
- Periodically update the School Parental Involvement Policy and the School-Parent Compact to meet the changing needs of parents and the school.
- Adopt the school-parent compact as a component of its School Parental Involvement Policy.
- Agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

*(A) that parents play an integral role in assisting their child's learning;*

- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**PART II. Policy Involvement:**

**Bayside Elementary School** will take the following actions to involve parents in the joint development and agreement of its School Parental Involvement Policy under section 1118(b) of the ESEA:

- The Annual Title I meeting will be held in September in conjunction with Back to School Night. All parents are encouraged to attend, Written notice of the meeting (in English, Spanish, and to the extent possible, other languages as needed) shall be provided to all parents and will include the rights of parents to be actively involved in supporting their children's academic achievement. At this time, parents will also receive a description of the services provided to children participating in the Title I program, and of their rights to be involved.
- At the Annual Title I meeting and Back to School night held each fall, the principal and school staff shall provide timely information about curriculum, local and state assessment results, the proficiency levels of students as well as the levels they are expected to meet, the status of the school's Annual Proficiency Index (API), and the Adequate Yearly Progress (AYP). The School-Parent Compact will be reviewed. Through report cards, progress reports, praise notices, class newsletters, and district bulletins, Parents will be informed on an ongoing basis about student support programs, classroom activities and school events. They will provide suggestions for, and receive information and training on, family and education related topics to assist them with their children.
- Each year parents shall be invited to attend regularly scheduled meetings that are planned at times convenient for their participation. Parents will be kept informed regarding their child's academic progress. In addition, parents will receive specific information about Title I program participants and program implementation. Through these meetings parents will be involved on an ongoing basis in the planning, review, and improvement programs, including the parent involvement policy and school plan.

Actions:

Annual Title I Meeting, Back to School Night. School Site Council (SSC) monthly meetings, English Learners Advisory Committee (ELAC) quarterly meetings, Newsletters

Responsible:

School Personnel, Parents, Community Members

**Bayside Elementary School** will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Policy.

Actions:

Posted on the district website: [www.sausalitomarincityschools.org](http://www.sausalitomarincityschools.org); hard copies available in the school/district office on request

Responsible:

School and District Personnel

**Bayside Elementary School** will update periodically its School Parental Involvement Policy to meet the changing needs of parents and the school. A formal *update* will occur every other year *in even numbered years*. The update will be completed by the SSC on or before April 30 of each school year with input from parents.

**Bayside Elementary School** will hold a flexible number of meetings at varying times, and provide transportation, child care, and/or home visits, paid for with Title I funding as long as these services relate to parental involvement: The number and agendas for these meeting will be determined by the participants, including, but not limited, to information on the following:

- The requirements of Title I
- Parents' rights to be involved
- About their school's participation in Title I
- Special events that parents find particularly useful and or of interest to them. These meetings will explain strategies authorized under Title I, e.g., schools in improvement, parent options, school-parent compact, parental involvement, school and district-wide policies, expenditures for the reservation of funds for parental involvement, etc.

**Bayside Elementary School** will provide timely information about Title I programs to parents of participating children at the Annual Title I Meeting, Back to School Night and again when regular conferences are held in the fall.

**Bayside Elementary School** will give parents of participating students the opportunities to participate in regular meetings, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and the school will respond to any such suggestions as soon as practicably possible.

**Bayside Elementary School** will incorporate the school-parent compact as a component of its School Parental Involvement Policy.

**Bayside Elementary School** will submit to the district any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children.

The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement. The annual parent surveys will determine the need and the type of training that will be arranged by the school site with input from parent committees such as the SSC and ELAC.

The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

**PART III. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT:**

Bayside Elementary School will provide to parents of participating children a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Teachers at Bayside School believe that all students can learn and they support parent involvement as a way to form a partnership to promote student achievement and success. Conducting the activities below jointly will support high student achievement.

<b>Task</b> (What will be done)	<b>Responsible</b> (Who will do it)	<b>Timeline</b> (When)	<b>Steps</b> (How it will be done)	<b>Evaluation</b> (How success will be measured)
Provide high quality curriculum and instruction	Teachers Administrator	Ongoing	High expectations, Highly qualified teachers and staff , Student study team	Formative and Summative assessments, Formal and informal assess, Progress reports
Create an effective learning environment	Teachers Staff Administrator Parent Volunteers	Ongoing	BEST, Second Step, Value/Character Development,	Increased time on task, Decreased referrals, Parent/Student/Teacher Surveys,
Parent-Teacher Conferences	Teachers Parents	December March	Teachers and parents create appointments	Appointment log Observation Parent Surveys Report card grades
Parents access to teachers	Teacher Parents	Ongoing	Staff and teachers have access to phones, text-messaging, email.	Observation Parent Survey
Opportunities for parents to visit classrooms or volunteer	Teacher Parents Staff	Ongoing	Parents have open invitations to ride school bus to and from school and to volunteer in classes.	Observation Parent Survey

Parents will support their children’s learning in the following ways:

- Making sure homework is completed
- Monitor amount of television children watches
- Participating, as appropriate, in decisions relating to children’s education
- Promoting positive use of children’s extracurricular time
- Stay informed about children’s education and communicating with the school by promptly reading all notices from school or the school district, either received by children or by mail, and responding as appropriate
- Serving, to the extent possible, on policy advisory committees, such as; serving as the Title I, Part A parent representative on the school’s team, the Advisory Committees or any other school teams.

**PART IV. BUILDING CAPACITY:**

**Bayside Elementary School** will build parents/guardians capacity for involvement in their child’s education by taking the following actions to provide assistance to parents in understanding the following topics:

- California’s academic Content Standards
- California’s student academic achievement standards
- California’s local academic assessments
- The requirements for Title I
- How to monitor their student’s progress
- How to work with educators to improve the achievement of their children

<b>Task</b> (What will be done)	<b>Responsible</b> (Who will do it)	<b>Timeline</b> (When)	<b>Steps</b> (How it will be done)	<b>Evaluation</b> (How success will be measured)
<u>Provide parents:</u> CA Key Academic Standards <u>Inform Parents:</u> Requirements for Title I CST Results Opportunities to be involved Students’ Academic Progress	Teachers Administration	Ongoing throughout the school year,	Annual Title I Meeting Back-to-School Night Parent-Teacher Conferences Family Nights SSC and ELAC	Parent participation (sign-in sheets)  Meeting agendas and minutes  Parent surveys

**Bayside Elementary School** will foster involvement and build capacity by providing materials and training, such as literacy and technology, as appropriate, to help parents work with their children to improve students’ academic achievement.

<b>Task</b> (What will be done)	<b>Responsible</b> (Who will do it)	<b>Timeline</b> (When)	<b>Steps</b> (How it will be done)	<b>Evaluation</b> (How success will be measured)
Family Nights (math, literacy, technology) Home Visits	Principal Teachers Volunteers School District	Annually	Events held a time and place convenient to parents	Participation and feedback from parents.

**Bayside Elementary School** will establish and maintain a community outreach program in order to encourage, build, and support connections with parents.

<b>Task</b> (What will be done)	<b>Responsible</b> (Who will do it)	<b>Timeline</b> (When)	<b>Steps</b> (How it will be done)	<b>Evaluation</b> (How success will be measured)
Attend community activities	Principal Teachers	Ongoing	Contact community leaders and the chairpersons of partnership organizations such as Head Start. Attend community meetings; invite them to participate in school activities	Sign-in sheets Agendas and minutes

**Bayside Elementary School** will coordinate and integrate programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). We at Bayside will work to develop a parent resource program which encourages and supports parents in participating more fully in their children's education.

<b>Task</b> (What will be done)	<b>Responsible</b> (Who will do it)	<b>Timeline</b> (When)	<b>Steps</b> (How it will be done)	<b>Evaluation</b> (How success will be measured)
Utilize resources: Head Start, First Five, Child Care Center, Libraries, and other reasonable resources, Provide Family Literacy activities, Meetings	Principal School Staff Volunteers School District SSC, ELAC	Ongoing	Meet with parents through SSC and ELAC to assess parents' needs. Work with middle school (MLK, Academy) to provide trainings. Provide child care where necessary,	Sign-in sheets Evaluations Parent Surveys

**Bayside Elementary School** will maintain open communication with parents and the community of participating children to ensure that information regarding meetings, programs, opportunities, and other activities is sent to parents in a language, to the extent possible, that is understandable.

<b>Task</b> (What will be done)	<b>Responsible</b> (Who will do it)	<b>Timeline</b> (When)	<b>Steps</b> (How it will be done)	<b>Evaluation</b> (How success will be measured)
Student Information Booklet, Website, Newsletters, Flyers, Mailings, In-home visits, Phone, Email,	Administration School Staff Volunteers School District	Ongoing	Translate written communication into Spanish  Prepare a schedule for newsletters and updating the website	Parent participation and feedback

**PART V. ACCESSIBILITY**

**Bayside Elementary School** will carry out the parental involvement requirements to the extent practical, and shall provide full opportunities for participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

<b>Task</b> (What will be done)	<b>Responsible</b> (Who will do it)	<b>Timeline</b> (When)	<b>Steps</b> (How it will be done)	<b>Evaluation</b> (How success will be measured)
Oral translation provided at meetings and conferences;  Written communication such as newsletters, flyers, student information booklet provided in Spanish and in English	Administration School Staff School District	Ongoing	Have translator available for meetings  Arrange with translator to translated documents in a timely manner.  Communicate that the school is accessible for wheelchairs.	Observation  Parent feedback and participation  Translated documents

**PART VI. ADOPTION**

Bayside Elementary School Parental Involvement Policy/Plan has been revised jointly with, and agreed on with parents of children participating in Title I program, as evidence by meeting minutes. These parents were involved with the development of this document: Jacqueline Johnson, Shana Williams and Joyce Teat

The Parental Involvement Policy/Plan was revised by the Bayside Elementary School staff and parents during the 2009-2010 school year. It will be reviewed and updated as appropriate to meet the changing needs of parents and the school. The review will occur every other year in even numbered years. The next review and update will be completed during the 2011-2012 school year.

This Parental Involvement Policy/Plan will be made available to all parents of participating Title I children as well as to the community by posting it on the school website on or before June 30, 2010.

*Jonnette Newton, Principal*

(Signature of Title I Authorized Representative)

*March 25, 2010*

(Date)