

**Sausalito Marin City School District**  
**District Wide Parental Involvement Policy (Plan)**

*Note: The CDE refers to this plan as the "District Wide Parental Policy," which is different from school board policies.*

**PART I. GENERAL EXPECTATIONS** [Section 1118(a)(2), ESEA.]

The Sausalito Marin City School District (SMCSD) agrees to implement the following statutory requirements:

- Put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 118 of the Elementary and Secondary Education Act (ESEA). These programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the SMCSD will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the SMCSD and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the SMCSD will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The SMCSD will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The SMCSD will be governed by the following statutory definition of parental involvement, and expects that its Title I schools 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. DESCRIPTION OF HOW THE SAUSALITO MARIN CITY SCHOOL DISTRICT (SMCSD) WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS [Section 1118(a)(2), ESEA.]**

1. The SMCSD will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

The SMCSD has two non-charter public schools: one elementary school and one middle school. Each school has developed its own site parental involvement policy. This district wide parental involvement policy is a summary of the activities included in the parental involvement policies developed with parental involvement at each of the school sites. The parents who were involved in the development of the site plans also participated in the development of the district wide parental involvement plan.

2. The SMCSD will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Parents are elected to the School Site Council (SSC). The SSC is responsible for monitoring the Single Plan for Student Achievement (SPSA). Parents of English Learners are elected to the English Learner Advisory Committee (ELAC). The ELAC is responsible for monitoring the program for English Learners. Both the SSC and ELAC review and update, as needed, the school level parental involvement policies and the school-parent compact.

3. The SMCSD will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

<b>Activity/Task (What Will Be Done)</b>	<b>Staff Responsible (Who Will Be Doing It)</b>	<b>Timeline (When It Will Be Done)</b>	<b>Steps (How It Will Be Done)</b>	<b>Accountability/Actions (How Success Will Be Measured)</b>
Budget	Business office Principals	Annually with periodic updates as needed	Meet with site administration and SSC	SPSA SSC Minutes
Provide information about educational opportunities for parents to sites	Curriculum department	Ongoing	Share flyers, emails with site principals	Flyers SSC Minutes ELAC Minutes Annual parent surveys
Website	District Office	Ongoing	Post educational opportunities and timelines on the district website	Annual parent surveys Reports by parents to SSC and ELAC

4. The SMCSD will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Head Start, First Five Funded Early Start Program, Child Care Center, Aim High, Marin Education Fund, Marin City Network, The Hanna Project, Bridge the Gap, and GEAR UP!

<b>Activity/Task (What Will Be Done)</b>	<b>Staff Responsible (Who Will Be Doing It)</b>	<b>Timeline (When It Will Be Done)</b>	<b>Steps (How It Will Be Done)</b>	<b>Accountability/Actions (How Success Will Be Measured)</b>
Head Start, First Five Funded Early Start Program, Child Care Center	Administration School Staff	Ongoing	Meet with parents and representatives of various programs through the SSC and ELAC to access parents' needs. Provide training and activities based on these needs to the extent possible with available resources	Agendas Meeting minutes Parent participation (sign-in sheets) and parent surveys.
Aim High, Marin Education Fund, Marin City Network, The Hanna Project, Bridge the Gap, GEAR UP!	Administration School Staff	Ongoing	Meet with parents and representatives of various programs through the SSC and ELAC to access parents' needs. Provide training and activities based on these needs to the extent possible with available resources	Agendas Meeting minutes Parent participation (sign-in sheets) and parent surveys.

5. The SMCS D will take the following actions to conduct, with the involvement of parents, an evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The evaluation will occur every other year, in even numbered years, beginning in the 2011-2012 school year.

<b>Activity/Task (What Will Be Done)</b>	<b>Staff Responsible (Who Will Be Doing It)</b>	<b>Timeline (When It Will Be Done)</b>	<b>Steps (How It Will Be Done)</b>	<b>Accountability/Actions (How Success Will Be Measured)</b>
Annual Title I Meeting	Principal	September	Invite parents to participate in the review/update by attending a SSC and/or ELAC meeting on a date TBA sometime prior to May 1 of each year.	SSC agendas and minutes ELAC agendas and minutes
Parent Survey	School Personnel SSC and ELAC	February	Distribute survey to parent community Tally results Update the policy as needed through the SSC and ELAC	SSC Minutes ELAC Minutes Updated Policy

6. The SMCS D will build the schools' and parents' 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, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:
- the State’s academic content standards,
  - the State’s student academic achievement standards,
  - the State and local academic assessments including alternate assessments,
  - the requirements of Part A,
  - how to monitor their child’s progress, and
  - how to work with educators:

<b>Activity/Task</b> (What Will Be Done)	<b>Staff Responsible</b> (Who Will Be Doing It)	<b>Timeline</b> (When It Will Be Done)	<b>Steps</b> (How It Will Be Done)	<b>Accountability/Actions</b> (How Success Will Be Measured)
School-Parent Compact	Principal Teaching Staff	Annually	Reviewed annually at the Annual Title I meeting and by the SSCs; updated as needed.  Distributed as part of the <i>First Day Packet</i> all families receive annually	Annual Title I Meeting Minutes SSC minutes  Forms signed by parents and teachers
Written CA State academic content standards for each grade level are distributed to parents	District Office Principals Teachers	Beginning of the school year at Back-to-School Night	District office prints the key standards for each grade in English and in Spanish	Agendas Sign-in sheets
California State Test (CST) results	Curriculum Department, Principals, Teachers	September November and/or December	Annual Title I Meeting, Back to School Night, SSC, ELAC, Parent-Teacher Conferences	Meeting Minutes Signed report cards
District report cards are based on the CA State student academic achievement standards	Teachers	Each trimester at the elementary school; Weekly progress reports and quarterly report cards at the middle school	Parent conferences twice a year	Conference records Signed report cards

6. A. “...building the schools’ and parents’ capacity...” continued on the next page...

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Activity/Task (What Will Be Done)	Staff Responsible (Who Will Be Doing It)	Timeline (When It Will Be Done)	Steps (How It Will Be Done)	Accountability/Actions (How Success Will Be Measured)
California English Language Development Test (CELDT) results	Principal CELDT tester	<p>Parents of new students are invited to a meeting in September</p> <p>Parents of continuing students are notified by mail Within 30 days of receiving the CELDT results</p> <p>Parents of students eligible to be reclassified from LEP to FEP are invited to a <i>Language Appraisal Team Meeting</i> by phone within 30 days of receiving the CELDT results.</p>	<p>Phone/meeting</p> <p>Mail</p> <p>Phone/meeting</p>	<p>Meeting Minutes Signed parent permission for ELD participation</p> <p>Copies of mailed results maintained in students' EL records</p> <p>Meeting records</p>
Parent-Teacher Conferences	Teachers Parents	Annually	Teachers arrange appointments convenient to parents	Parent/teacher survey
Parents access to teachers	Teachers Parents	Ongoing	Phones, text-messaging, Email	Parent/teacher survey
Opportunities for parents to visit classrooms, ride the school bus and/or volunteer	Teachers Parents	Ongoing	Parents have an open invitation to volunteer and to ride the school bus; Classroom visits are welcomed and appointments encouraged	<p>Newsletters</p> <p>Parent/teacher survey</p>
Professional Development	School Social Worker will provide training	Quarterly	Parent programs will be implemented through the parent center, coordinated by staff and administration with the guidance of the social worker, school counselor and other support personnel	Flyers, agendas, sign-in sheets, parent evaluations

6. B. 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, by:

<b>Activity/Task</b> (What Will Be Done)	<b>Staff Responsible</b> (Who Will Be Doing It)	<b>Timeline</b> (When It Will Be Done)	<b>Steps</b> (How It Will Be Done)	<b>Accountability/Actions</b> (How Success Will Be Measured)
Parent workshops: Family Literacy Night, Math Night	Principal and school staff	A minimum of one event each semester	School site committee	Flyers, sign-in sheets and evaluation forms
Parent Center	School staff Parent volunteers	Annually beginning in 2010-2011 school year	Parents and staff will work together to determine what to include in the center and who will be responsible.	Parent Participation and parent survey.
Professional Development	School Social Worker will provide training	Quarterly	Parent programs will be implemented through the parent center, coordinated by staff and administration with the guidance of the social worker, school counselor and other support personnel	Flyers, agendas, sign-in sheets, parent evaluations

6. C. The school district will, with the assistance of its schools and parents, educate its 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 by:

<b>Activity/Task</b> (What Will Be Done)	<b>Staff Responsible</b> (Who Will Be Doing It)	<b>Timeline</b> (When It Will Be Done)	<b>Steps</b> (How It Will Be Done)	<b>Accountability/Actions</b> (How Success Will Be Measured)
Professional Development	School Social Worker will provide training	Annually	Training will be conducted at staff meetings with the guidance of the social worker, school counselor and other support personnel	Flyers, agendas, sign-in sheets, parent evaluations
Parent Workshops such as, but not limited to, Family Literacy Night, Family Math Night	Principal and School Staff	A minimum of two events annually	School Site Committee	Flyers, agendas, sign-in sheets, parent evaluations

6. D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with First Five, public preschool and other programs, and conduct other activities, such as establishing parent resource centers that encourage and support parents in more fully participating in the education of their children by:

<b>Activity/Task</b> (What Will Be Done)	<b>Staff Responsible</b> (Who Will Be Doing It)	<b>Timeline</b> (When It Will Be Done)	<b>Steps</b> (How It Will Be Done)	<b>Accountability/Actions</b> (How Success Will Be Measured)
Meet with community agencies coordinate and schedule activities that support parents/guardians.	Administration Social worker	A minimum of two meetings during each school year.	Create a calendar of parental involvement activities the school and each agency supports.  Post the calendar on the school website; advertise in newsletters and on public bulletin boards in the community.	Parent participation (sign-in sheets) and parent evaluations.

6. E. The school district will take the following actions to ensure that information related to the school and parent programs, meetings and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language the parents can understand.

<b>Activity/Task</b> (What Will Be Done)	<b>Staff Responsible</b> (Who Will Be Doing It)	<b>Timeline</b> (When It Will Be Done)	<b>Steps</b> (How It Will Be Done)	<b>Accountability/Actions</b> (How Success Will Be Measured)
All written communications in English and Spanish	School Staff Translator	Ongoing	All communications must be in the hands of the administration at least two weeks prior to the notice event. The administration will then follow district steps for getting the information to the translator.	Documents available in English and in Spanish.
Student Information Packet	District Office	Annually	Updated by the district office and distributed at the beginning of the school year.	Student Information Booklet
School Website	District Office Staff Webmaster	Ongoing	District office personnel will inform the webmaster when information needs to be added or updates	Information contained on the website

**PART III. DISCRETIONARY DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS** *(Section 1118(e) of the ESEA)*

Based on parental and community interest and to the extent practical, the Sausalito Marin City School District will support the following discretionary components as part of the District Parental Involvement Policy:

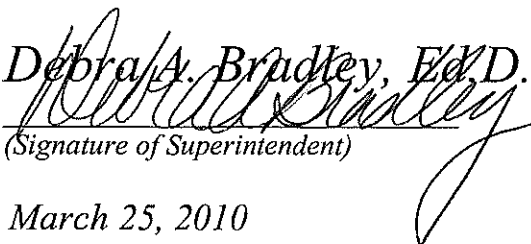
- Involve parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training;
- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Train parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children’s education, conduct 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;
- Adopt and implement model approaches to improving parental involvement;
- Develop appropriate roles for community-based organizations and businesses in parental involvement activities; and
- Provide other reasonable support for parental involvement activities under section 1118 as parents may request.

**PART IV. ADOPTION**

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.

This policy was adopted by the Sausalito Marin City School District on March 25, 2010 and will be in effect for the period of four years, through the 2013-2014 school year. The school district will distribute this policy to all parents of participating Title I, Part A children by posting it on the district website on or before June 30, 2010.

These parents were involved with the development of this document: June Farmer, Natalie Jenkins, Jacqueline Johnson, Yolanda Johnson, Joyce Teat, and Shana Williams

*Debra A. Bradley, Ed.D.*  
  
*(Signature of Superintendent)*

*March 25, 2010*

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*(Date)*