DYER-KELLY PARENT INVOLVEMENT POLICY

Dyer-Kelly Elementary agrees to implement the following statutory requirements:

The school will jointly develop with parents and distribute to parents of participating children, a School Parental Involvement Policy that the school and parents of participating children agree on.

The school will 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.

The school will make the School Parental Involvement Policy available to the local community.

The school will periodically update the School Parental Involvement Policy to meet the changing needs of parents and the school.

The school will adopt the school’s school-parent compact as a component of its School Parental Involvement Policy.

The school 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, 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.

DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Dyer-Kelly will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Policy and its Single Plan for Student Achievement under section 1112 of the ESEA:**

School Parent Involvement Policy Process:

Parent input at School Site Council meetings will be actively sought. Parents will have input into budget and program decisions with the goal of improving student achievement. Decisions about our current budget and programs will go out in frequent communications including handouts, parent newsletters, the Connect Ed phone system, and school website. Parents will also be made aware of the school safety plan, student achievement data, and Dyer-Kelly’s plans for continued growth.

Information regarding the plan will also be included in ELAC meetings, which will held four times/year. A Parent Information Night will be held to discuss STAR / CST results and ways parents can take part supporting the school’s future academic successes.
A Title 1 compact developed and approved by the staff and then brought to Schools site Council for approval will be utilized. Parents will be given the opportunity to sign at fall parent/teacher conferences.

**Single Plan for Student Achievement Process:**
Outline the process to be used to accomplish this requirement including assignment of responsibilities for each task, solicitation of both written and oral input from parents, and convening several meetings for discussion purposes and consensus building, etc.

- Conduct needs assessment which includes all stakeholders – **Gap analysis of the site will be completed by the Leadership team, site coaches, and administration.**
- Base needs assessment on school data and the school’s results from the Nine Academic Program Component Survey
- Set goals – utilize CST / STAR data and together with the teachers, coaches, and administration develop goals for each grade level in the Core academics: ELA and Math
- Utilizing testing data from Bench Mark Assessments, grade level action plans for ELA will be created with the teachers, coaches, and administration. Utilizing test data from Houghton Mifflin and Bench Mark Assessments, grade level action plans for math will be created with teachers, coaches, and administration. Actions Plans will be reviewed at TLC / TMC release dates to monitor progress and student success of the plans.
- Decide upon monitoring process - together with district personnel, site coaches and administration decide upon assessment and how it will be administered.
- Distribute completed plan - Once plan is completed and approved it will be distributed to parents and staff.

2. **Dyer-Kelly will take the following actions to distribute its Parent Involvement Policy.**
   - Parent Family Nights
   - Parent Teacher Conferences
   - School Site Council Meetings
   - ELAC meetings
   - School Newsletters – translated copies will be available
   - School Website
   - Translate Parent Involvement Plan

3. **Dyer-Kelly will convene an annual meeting to inform parents of the following:**
   - Parents will be informed of Title 1 meeting via the school newsletter, front signage, school fliers, and teachers will encourage parent involvement by encouraging students to give notices to parents.
   - Childcare will be provided at our Title 1 meeting to allow time for parents to participate. Translators will be utilized to encourage attendance by ELL parents.

   At our annual Title 1 meeting parents will be informed:
   - of their child’s school participation in Title I;
   - of the requirements of Title I;
   - of the rights of parents to be involved.
4. **Dyer-Kelly will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:**

At least once each year Dyer-Kelly parents will be invited to enter into focused inquiry and conversation with school staff regarding annual state assessment results, and curriculum embedded benchmark assessment results. The school will share their analysis of the results and elicit parent feedback regarding the school’s analysis. Together staff and parents will discuss adjustments to the school academic program which are deemed necessary in response to the data analysis.

Our School Site Council will analyze our school academic performance data each year. This data along with the results from our Academic Program Survey results will serve as the basis for our Single School Plan for Student Achievement.

Our ELAC committee will meet four times each year in conjunction with the School Site Council. This committee will be a forum in which parents of English Language Learners will be given an explanation of language instruction and how the program will help their child. Parents will also be invited to give input into school programs and issues which effect ELL students. The SSC will include the opportunity to hear recommendations from the ELAC parent committee at every Council meeting.

Our Title 1 parents will receive an annual update of the school’s program improvement status each year through a mailed correspondence. This letter will include information about parental rights to school choice beginning with year 1 of program improvement status and continuing on until the school has made the Annual Yearly Progress (AYP) benchmark proficiencies required by the No Child left Behind (NCLB) legislation for two consecutive years. Beginning with year 2 of program improvement status Title 1 parents will be advised that their child may be eligible for Supplemental Educational Service and this eligibility will continue on until the school has accomplished two consecutive years of making the AYP benchmark proficiencies stipulated by NCLB legislation. Additionally, parents will be informed and encouraged to participate in the development of action plans which address the school’s academic program needs.

5. **Dyer-Kelly will hold a flexible number of meetings at varying times, and provide child care, and/or home visits, paid for with Title 1 funding as these services relate to parent involvement:**

| Parent Newsletters | ELAC Parent Meetings |
| Flyers Home | RTI/SIR Parent Meetings |
| Front lighted signage | School Site Council Meetings |
| Connect-Ed Messages | Parent-Teacher Conferences |
| Home Visits | Family Learning Nights |
| AT&T Translator line | Back-to-School Night |
| Participate in Junior Giants Baseball Program | |
| After School Intervention – SES tutoring - Math, ELA | |
| After School Basket Ball Program | |

6. **Dyer-Kelly will coordinate and integrate parental involvement strategies in Title I, Part A with parental involvement strategies under the following other programs: Head Start, Early Head Start, and State-operated preschool programs by:**

Coordination will occur between preschool programs and elementary schools in the following manner:
• The names of parent ambassadors from the Early Childhood Education programs will be provided to receiving elementary schools. Additionally principals/teachers will receive information regarding Early Childhood Education programs;
• Parent Ambassadors will be invited to join school parent committees;
• Our school will assist parents with the transition from preschool to elementary school by articulating our program to the preschool program closest to our school.
• Kindergarten teacher will attend Parent Preschool meeting to explain kindergarten program.
• Invite representatives from First Five to Family Nights to share information with parents.

7. **Dyer-Kelly 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.**

   Back to School Night – Grade Level Standards distributed

   Parent Teacher Conferences (fall and spring)

   Progress toward Standards Report indicating academic status of students, as well as Progress Reports to notify parents of students not meeting grade level standards

   Data Night

   Family Learning Nights – to provide ideas to parents how they can help their child

   Develop Parent help center with resource materials and parent training

   ELAC Parent meetings

8. **Dyer-Kelly will take the following actions to conduct, with the involvement of parents, an annual 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, homeless, or are of any racial or ethnic minority background).**

   An annual parent survey will be conducted to review school effectiveness as perceived by the parent community. When the results of the survey are received from the district the school will hold an annual parent meeting. Parents will be invited to review the survey results and to offer suggestions which address areas of concern. The school will use the findings of the survey and the parent analysis to design future strategies for more parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

9. **Dyer-Kelly will help build staff and parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:**

   The school will hold an annual school data meeting for parents. Attention will be given to presenting information in a manner which makes the information understandable and accessible. Translators will be available for the meetings. Topics will include analysis of school API and AYP results, sub-group data,
and when appropriate program improvement status. The meeting format will include input from the principal regarding the data and school interventions currently in pace to address achievement gaps. Parents will be invited to share their view of the data and to offer suggestions for improved connections between home and school.

All parents will receive a letter mailed to their home informing them of their child’s assessment results on the annual STAR state achievement tests.

The school parent liaison will be trained in how to understand assessment results, California Content Standards, methods for monitoring student progress, and ways to work in collaboration with teachers. They will be given opportunities to share the content of this training with the school parent community.

Multiple media sources such as Connect Ed, the district newsletter, school newsletter, and district and school level websites will be used to convey annual school progress toward district, state and federal goals. The school parent involvement policy will be posted on the school’s website.

Parents will receive their student’s assessment results and be invited to speak with school personnel regarding the state STAR results.

An annual meeting will be conducted in which Title 1 guidelines and parental rights as defined by No Child Left Behind mandates are shared with parent community.

Administration and staff will work together with local churches and businesses to build community ties with the school, community members, and families. Connections will be made with Assistance League for school uniform assistance, Kiwanis Club for support with the student store and student recognition, San Francisco Giants to support the Jr. Giants Baseball program, Fulton El-Camino Parks and Recreation District, American Legion, Post 61, Optimist Club of Sacramento, Country Day School, River City Food Bank, Capital Athletics Soccer Academy, The Center @ Edison and Bell

Administration will work with San Juan Unified School district’s adult education department to offer English language courses through their DVD check out library with weekly check out occurring on-site for our parent community.

10. **The school will, with the assistance of the district, 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:**

Parent education training regarding how to support key grade level standards at home will be offered to parents.

Information about how to help students at home with homework and other curriculum-related activities will be offered to families at the annual Back to School Night and in the school newsletter, as well as, in parent-teacher conferences.

Family learning nights will be planned that incorporate activities for students and parents to do together, along with ideas parents can do at home with their child. A Family Technology night will be planned to provide information to parents on the use of technology both for curriculum support and at home.
11. **Dyer-Kelly will, with the assistance of the district and parents, educate its teachers, 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:**

Staff will receive training in how to reach out to parents in ways that establish trust and rapport and build strong partnership aimed at student success.

Connect ED will be used at all sites to inform parents of important school information. Messages will be translated when possible.

Schools will provide a bi-monthly newsletter to parents, translated also

Front lighted sign will provide parents with up to date info.

Utilize AT and T language line to communicate with non English speaking parents.

12. **The school 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:**

- The following documents are translated (Russian, Ukrainian, Spanish, and Romanian) for parents:
  - California High School Exit Exam results
  - California English Development Test
  - Standardized Testing and Reporting (STAR) Results
  - No Child left behind Teacher Qualifications letter
  - English Language Learner Program Enrollment
  - Uniform Complaint Procedures
  - Enrollment Options Letter
  - Home Language Survey
  - District Parent Rights and Responsibilities
  - Parent/Student Handbook
  - Progress Report
  - Report Card
  - Unexcused Absence Form
  - Truancy Notice
  - School Newsletter
  - School Fliers and announcements

Additionally, the AT&T translation phone service is available to all school sites. Translators will be made available for school site needs, whenever possible.

**ADOPTION**
This School 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 Deborah Ortmann, SSC Chairperson.

This policy was adopted by the School Site Council on 3/15/2011 and will be in effect beginning 3/15/2011 through 3/15/2012. The school will distribute this policy to all parents of participating Title I, Part A children at the beginning of each school year with the Parent Handbook.

Deborah Wegsteen, Principal
(Signature of Authorized Official)

March 15, 2011 ______________________
(Date)