The **Laurel Ruff Center** agrees to implement the following statutory requirements:

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

Laurel Ruff will notify parents about Laurel Ruff’s 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.

Laurel Ruff will make Laurel Ruff’s Parental Involvement Policy available to the local community.

Laurel Ruff will periodically update to meet the changing needs of parents and Laurel Ruff.

Laurel Ruff 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.

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

1. **Laurel Ruff Center 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:**

   By October of each year Laurel Ruff will annually distribute and review a parent survey (SJUSD centrally developed). An effort will be made to facilitate parental completion/submission of this survey (e.g. reminder messages using Connect-Ed; publishing in Family Bulletin newsletter, etc.) By December of each year parent survey results will reviewed by the school leadership team, and school site council, and summarized in a publication to parents. The results of this survey will be considered when developing parent involvement policies and practice.
Single Plan for Student Achievement Process:

- Laurel Ruff will evaluate student achievement using multiple measures:
  1. **STAR - CAPA results** – administered annually to students in grades 2 through 11; data is evaluated and reported at the individual, program, and school level.
  2. **IEP goal mastery levels** – IEP teams develop annual IEP goals (progress reports are sent home each trimester reporting period). Annual IEP goal mastery data is collected, evaluated and reported at the individual, program, and school level. Parents participate in the IEP process at least once annually.
  3. **Site Functional Assessments** A site developed assessment packet is completed by parent and teacher, with data evaluated and reported at the individual, program, and school level. Laurel Ruff staff will facilitate gathering this data from parents annually.

- Laurel Ruff will develop ‘Single School Plan for Student Achievement’ goals using data gathered through the multiple measures described above.
- Laurel Ruff Site Council and leadership teams will monitor progress on ‘Single School Plan for Student Achievement’ goals on a monthly basis with a monitoring process developed for each goal.
- Laurel Ruff will distribute the completed ‘Single School Plan for Student Achievement’ by posting it on the school website, and making copies available in the office. Parents will be informed via the school Family Bulletin newsletter that copies of Laurel Ruff’s ‘Single School Plan for Student Achievement’ will be provided upon request, or can be viewed on the website.

1. **Laurel Ruff Center will take the following actions to distribute its Parent Involvement Policy.**
   - Provide hard copy to parents one time per year (included with annual enrollment packet).
   - Have copies available in the school office.
   - Post the document on the school website [www.sanjuan.edu/LaurelRuff](http://www.sanjuan.edu/LaurelRuff)

2. **Laurel Ruff Center 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 Laurel Ruff Center parents will be invited to enter into focused inquiry and conversation with school staff regarding annual CAPA assessment results, IEP goal mastery data, and site functional assessment results. Laurel Ruff will share their analysis of the results and elicit parent feedback regarding Laurel Ruff's analysis. Together staff and parents will discuss adjustments to Laurel Ruff academic program which are deemed necessary in response to the data analysis.

   The Laurel Ruff School Site Council will analyze our school academic performance data each year. This data will serve as the basis for our Single School Plan for Student Achievement.

   Our ELAC committee will meet four times each year. 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.
3. **Laurel Ruff Center will provide parents of participating children a description and explanation of the curriculum in use at Laurel Ruff, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.**

Parents will be provided information about the curriculum and assessments in the following ways:

- Individually during each student’s annual IEP meeting.
- Individually during the November trimester reporting period. Parents will be given the opportunity to participate in a voluntary parent conference that reviews the three assessments utilized. All parents, including those not attending a conference will be given an individualized report that includes a cumulative summary of all data collected since the child enrolled at Laurel Ruff.

4. **Laurel Ruff Center will coordinate and integrate parental involvement strategies with feeder pattern programs to address transitional needs by:**

Coordination will occur between Laurel Ruff and programs on other SJUSD schools in the following manner:

- Parents will participate in transition planning during the IEP process.
- The school principal/program specialist will coordinate with other district program specialists to facilitate transition of Laurel Ruff students to less restrictive settings.
- Parents will be given the opportunity to visit less restrictive settings.

5. **Laurel Ruff Center 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 school. 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 Laurel Ruff will hold an annual parent meeting. Parents will be invited to review the survey results and to offer suggestions which address areas of concern. Laurel Ruff 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.

6. **Laurel Ruff Center 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 Laurel Ruff, parents, and the community to improve student academic achievement, through the following activities specifically described below:**

Laurel Ruff 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. Upon request translators will be available for the meetings. Topics will include analysis of school API and AYP results, sub-group data, results of site based assessments, 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 (of eligible/participating students) will receive a letter mailed to their home informing them of their child’s assessment results on the annual STAR state achievement tests.

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

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.

7. **Laurel Ruff** 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, in Laurel Ruff’s Family Bulletin newsletter, during parent-teacher conferences and during IEP meetings.

8. **Laurel Ruff Center** 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.

   Laurel Ruff will provide a monthly newsletter to parents.

   Laurel Ruff will update the school website regularly and will consider parent needs and input when developing website content.
9. Laurel Ruff will take the following actions to ensure that information related to Laurel Ruff and parent-program, 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 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
- CAPA Standards based report card
- Unexcused Absence Form
- Truancy Notice

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

**DISCRETIONARY SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

The Laurel Ruff Parent Connection
Laurel Ruff offers parents the opportunity to participate in a regularly scheduled after school “Laurel Ruff Parent Connection” meeting. The content of these meetings will be designed to directly support parent need areas (e.g. behavior management). Laurel Ruff will provide child care during these meetings (using funds from community grants, and/or SIP).

**ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by Site Council action on 11/27/06 and 11/26/07.

This policy was re-adopted by Laurel Ruff school on 11/26/2007 and will be in effect for the period of 12/01/07 to 12/01/09. Laurel Ruff will distribute this policy to all parents of participating Title I, Part A children in December 2006, and will re-distribute annually (in December 2007, and December 2008.)

_________________________          ______________________________
(Signature of Authorized Official)                                        (Date)