



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9050

PAGE: 1 OF 6

CATEGORY: **Community Relations**

EFFECTIVE: **9-20-89**

SUBJECT: **Parent Involvement Program Coordination**

REVISED: **10-06-2000**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the coordination of parent involvement programs.
2. **Related Procedures:**

Progress reporting, K-6	4702
Release of student information	6526
Citizens advisory and study committees, general	9055
District and school level councils and committees	9060
Legal guidelines for meetings conducted by citizens advisory committees	9066
Visitors to the district	9375

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy F-5710.
2. **Board Policy.** The Board of Education recognizes the necessity and value of parent involvement to support student success and academic achievement. In order to assure collaborative partnerships between parents and schools, the board, working through the administration, is committed to:
 - a. Involving parents as partners in school governance including shared decision making.
 - b. Establishing effective two-way communication with all parents, respecting the diversity and differing needs of families.
 - c. Developing strategies and programmatic structures at schools to empower parents to participate actively in their children's education.
 - d. Providing support and coordination for school staff and parents to implement and sustain meaningful parent involvement from kindergarten through grade twelve.
 - e. Utilizing schools to connect students and families with community resources that provide educational enrichment and support.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Parent Involvement and Support Department, Institute for Learning.
2. **Definitions**
 - a. **Parent involvement:** Participation of parents at home, in the community, or at the school site in activities that affect the educational progress of their children.
 - b. **District framework for parent involvement:** Vision statement and three supportive components prescribed for parent involvement programs in all schools, departments, and divisions.
 - c. **Parent Involvement Task Force:** An advisory committee composed of parents, students, community representatives, and district staff.
3. **Purpose of Parent Involvement Program.** It shall be the purpose of the Parent Involvement Program to support and encourage collaborative partnerships between parents and schools that ensure the educational success of all students by:
 - a. Involving parents as partners in school governance including shared decision making.
 - b. Establishing effective two-way communication with all parents, respecting the diversity and differing needs of families.
 - c. Developing strategies and programmatic structures at schools to empower parents to participate actively in their children's education.
 - d. Providing support and coordination for school staff and parents to implement and sustain meaningful parent involvement from kindergarten through grade twelve.
 - e. Utilizing schools to connect students and families with community resources that provide educational enrichment and support.

4. **Key Elements.** When planning, organizing and implementing parent involvement programs, consideration shall be given to the following key points.
- a. **Governance.** Parents should be actively recruited for involvement with groups such as School Site Council, English Learner Advisory Committee, Parent Teacher Association/Parent Teacher Student Association, citizen advisory committees, steering committees, and other site-based committees that advise site and central office personnel and the Board of Education on matters pertaining to the welfare of children.
 - b. **Education.** Parents and staff should be provided with learning opportunities that will help them work together effectively in the education of children. Assistance should be provided to parents and school staff to design materials and workshops related to effective home-school communication. Such activities might include, but not be limited to, the development of parenting skills, conferencing skills, written communications, home-learning activities, and parent involvement activities within the school.
 - c. **Dissemination.** Site personnel and parents should seek and should be provided with information about replicable and successful parent involvement programs and resources to meet the unique needs of students at specific schools.
 - d. **External support.** Parents and school staff should be provided with the support necessary to establish collaborative relationships with business, industry, institutions of higher education and government, and other private sector agencies for the purpose of improving student achievement.
 - e. **Evaluation.** Parents and school staff should participate in planning, organizing and implementing appropriate processes to assist in conducting needs assessments, self-evaluations, and long-range planning.
5. **District Framework for Parent Involvement.** The district framework for parent involvement is based on a vision statement and three supportive components. The vision statement provides that "Comprehensive parent involvement includes the participation of parent in all aspects of their children's education resulting in improved, supportive relationships among students, parents, teachers, and in significant academic and social growth for students." The three supportive components follow.

- a. **Capacity building and preparation for school staff.** School staff shall take the initiative to welcome parent participation. Training opportunities shall be made available to staff to expand awareness and develop skills in communication and collaboration and capacity for building relationships with parents.
 - b. **Partnership development.** Site staff shall develop programs that enable those adults most important to students to interact on a regular, long-term basis in the education of their children. Parents shall be involved in all aspects of the school program including, but not limited to, attendance at conferences, special school functions, doing home-learning activities, advisory committee meetings, and parent-staff education workshops. While parents may be involved in a number of ways in a variety of activities, consideration shall be given to three fundamental components necessary to the establishment of a comprehensive parent involvement program.
 - (1) Collaborative partnerships between parents and school staff with learning opportunities that enable parents and staff to work effectively together.
 - (2) Clear two-way communication between home and school about school program and student progress.
 - (3) Variety of opportunities for involvement of parents and staff.
 - c. **Follow-up and support.** Central office personnel shall provide guidance to school staff as they develop parent involvement programs and assist sites in assessing progress toward their goals. Such support shall be provided as it pertains to planning, training, organizing, implementing, evaluating, and other program needs.
6. **Responsibilities.**
- a. **Principal** works with staff and parents to systematically assess and identify site needs, develop and implement parent involvement programs, and seek outside support that promotes student achievement.
 - b. **Institute for Learning**, through the Parent Involvement and Support Department, provides district-level coordination and ongoing support for parent involvement efforts consistent with the district policy; serves as liaison with district staff, community groups, industry, businesses, government agencies; and coordinates the Parent Involvement Task Force.

- c. **Standards, Assessment, Accountability, and Compliance Department** provides assistance and support to schools in school-based planning, in examining research and pertinent data for decision making, and in evaluating both the school's needs and the effectiveness of its programs in meeting its needs for parent involvement and student success.
- d. **Parent Involvement Task Force** serves as an advisory committee to provide ongoing assistance and guidance for districtwide parent involvement activities.
- e. **Communications and Community Relations Division** provides support to schools in communicating effectively with parents and community.

D. IMPLEMENTATION

1. Principal

- a. Assesses, in conjunction with school staff and a representative group of parents (i. e., Parent Teacher Association/Parent Teacher Student Association/parent teacher organization, School Site Council/School Advisory Committee), the extent and scope of parent involvement needs at the site.
- b. Works with staff and parents to systematically identify resources, to develop and implement parent involvement programs and activities that are consistent with the purpose of parent involvement, and to follow the general framework as outlined on C.5.
- c. Coordinates all site level parent involvement activities to ensure a comprehensive parent involvement program.
- d. Allocates staff time and site resources to ensure effective implementation of site parent involvement programs.

2. Institute for Learning

- a. Provides guidance to school sites to ensure implementation of comprehensive, systematically planned parent involvement programs.
- b. Provides assistance to school sites in obtaining support services, such as staff and program development, training and evaluation for planning and implementing parent involvement programs.

SUBJECT: **Parent Involvement Program Coordination**

NO: **9050**

PAGE: **6 OF 6**

EFFECTIVE: **9-20-89**

REVISED: **10-06-2000**

- c. Identifies and develops home-learning materials for use.
 - d. Assists schools in assessing progress toward their goals for parent involvement.
3. **Communications and Community Relations Division**
- a. Disseminates information regarding parent involvement resources and successful, replicable parent involvement programs and practices.
 - b. Assists schools in utilizing community resources to provide educational enrichment and support for students and families.

E. FORMS AND AUXILIARY REFERENCES

- 1. Teamwork Makes the Dream Work: A Staff Resource Book for Partnerships, available from the Parent Involvement Department

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education