

Sequoia Union High School District
Division of Human Resources and Professional Development
Parent Involvement and Youth Development Program

**Local Education Agency Program Improvement Plan
for Parents and Community Involvement:
Strategies for Helping Parents Understand
Standards-Based Education
and
Standardized Testing**

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Strategies for Helping Parents Understand Standards-Based Education and Standardized Testing

Sept. 2004 District Assessment Survey – Parent & Community component

1.d. "All parents are informed about and understand the standards-based system (e.g., grade-level expectations for proficiency, high school exit exam requirements, data reporting for STAR and local assessments, and available interventions in reading, language arts, and mathematics for students needing assistance, etc.)"

Section I. Target Audience – All Parents

1. General population
2. Special needs parents, including those who are not well connected to the school system
 - English Learners
 - Special Education
 - Socio-Economically Disadvantaged/Title I families and Hard-to-Reach Parents
 - Pacific Islanders
3. 7th and 8th grade parents from feeder schools in the Belmont, Las Lomas, Menlo Park, Portola Valley, Ravenswood, Redwood City, San Carlos and Woodside elementary school districts

Section II. Implementers of LEA Parent Education Strategies

1. School and district staff
 - Superintendent, assistant superintendents, and principals
 - Administrators and support staff
 - Parent Involvement Coordinator
 - Director of Public Information and Communication
 - Director of English Learners
 - Director of Special Education
 - Coordinator of Testing and Assessment
 - Guidance counselors and staff
 - Bilingual resource teachers
 - Special Education Department chairs and teachers
 - The district community liaisons
 - Title I Advisory Committees
2. Parent leaders
 - Superintendent's PTA parent group
 - Sequoia's Parent Center coordinator
 - Woodside and Carlmont principals' Parent Advisory Groups
 - M-A/Sequoia Title I Advisory Committee
 - Parent liaisons and facilitators from feeder schools in the Belmont, Las Lomas, Menlo Park, Portola Valley, Ravenswood, Redwood City, San Carlos and Woodside elementary school districts

3. Youth- and family-oriented community organizations
 - City of East Palo Alto, Community Services
 - College Track
 - Early College Outreach Parent Program (ECOPP)
 - Girls & Boys Club
 - El Concilio of San Mateo County
 - Free At Last
 - New Perspectives East Palo Alto
 - One East Palo Alto
 - Pacific Islander Community Center
 - Shule Mandela Academy
 - Youth Community Service

Section III. LEA Parent Plan Narrative

Throughout the 2005-2006 school year, district and school staff will update and inform parents about the Progress Improvement process and changes. Below are some venues to educate the different groups of parents.

Note: The LEA Parent Plan, its implementation and results, will be monitored by a Program Improvement Parent Council. The Council will be formed in the fall 2005. Its seven members will include a principal, a bilingual resource teacher, a guidance advisor, and DELAC, PTA, Title I, and Special Education DPAC representatives.

1. All Parents

- a) Existing District/School Events and activities
 - Back-to-School Nights
 - Open Houses
 - Superintendents' monthly PTA Presidents' Council meetings
 - Curriculum Council
- b) PTA newsletters and eNotes
 - Articles and FAQs
- c) Annual district newsletter
- d) District and school websites
 - The PI&YD coordinator will post links to sources of information about standardized-based education to the websites.
- e) Parent-led activities
 - M-A's Beyond Compliance group

2. English Language Learner Parents

- a) DELAC and ELAC meetings
- b) The 5-week Parent Institutes on STAR and CAHSEE
- c) Bilingual resource teachers
- d) Guidance offices
- e) Sequoia Parent Center

- f) The district's two community liaisons
- g) The annual East Palo Alto College Fair
- h) Cable TV stations

3. Special Education Parents

- a) Monthly DPAC and PAC meetings
- b) Special Ed Department chairpersons and teachers

4. Socio-Economically Disadvantaged/Title I Families and Hard-to-Reach Parents

- a) CAHSEE workshops for students at schools
- b) CAHSEE workshops for students by YBOs off campus
- c) The annual East Palo Alto College Fair
- d) Cable TV stations
- e) Annual Title I meeting

5. 7th & 8th Grade Parents

- a) Existing district and school events
 - 7th & 8th Grade Information Nights
 - Special Education 7th & 8th Grade Information Night
 - Superintendent's PTA Presidents' Council, attended twice yearly by partnering school parent leaders
 - Community forums
- b) Cable TV stations

Section IV. LEA Parent Strategies Timelines

Below are two month-by-month timelines. The first is a timeline for the known 2004-2005 activities and the second is for educational strategies in 2005-2006.

A. 2004-2005 Timeline of Parent Education Activities		
January	12 13 14 20,27 25 25 29 31 31	PI&YD coordinator presents draft plan with outreach materials to principals PI&YD coordinator gives presentation at district 7 th & 8 th Grade Special Education Info Night PI&YD coordinator gives presentation to ECOPP for Parent Institutes Parent Institute for Sequoia parents PI&YD coordinator gives presentation to Director of EL M-A principal writes eNotes letter to parents re NCLB PI&YD coordinator gives presentation to Ravenswood Elem. School parents PI&YD coordinator gives presentation to Superintendent's PTA Council PI&YD coordinator gives presentation to YBOs at EPA College Fair Planning Committee • <i>Bagpiper</i> article by Carlmont IVP re HSEE
February	3,10,17 10, 17 7,14, 28 9 17 24	Parent Institute for Sequoia parents Parent Institute for Woodside parents Parent Institute for M-A & Carlmont parents at M-A M-A principal writes Q&A re NCLB in M-A eNotes M-A principal writes 2 nd Q&A re NCLB in eNotes (also in <i>Trivocis</i>) PI&YD coordinator gives presentation to New Sweet Home Church in EPA • PI&YD coordinator gives presentation to BRTS at all 5 schools • DELAC and ELAC meetings (BRTs focus on academic standards & STAR) • Special Ed DPAC and PAC meetings • PI&YD coordinator plans student workshops with Boys & Girls Club director • <i>Trivocis</i> article by M-A IVP re PI status and CAHSEE • Superintendent's PTA Council meeting • Curriculum Council meeting
March	1 2 3, 10,17 7, 14 12,19,26 14 18 19 21 22	Wd. principal meets with parents M-A and district administrators meet with PTA parents at M-A Parent Institute for Woodside parents Parent Institute for M-A & Carlmont parents at M-A HSEE workshops at Boys & Girls Club Superintendent meets with Carlmont parents Superintendent writes letter to 6-8 th grade parents re NCLB and PI status PI&YD coordinator gives presentation to parents at EPA College Fair PI&YD coordinator gives presentation to Costaña parents M-A principal meets with Latino and Tongan parents • DELAC and ELAC meetings • Special Ed DPAC and PAC meetings • Superintendent's PTA Council meeting • Curriculum Council meeting
April	5	District administrators hold forum for Las Lomitas, Menlo Park, Portola, Woodside parents at M-A

<i>(2004-2005 Timeline of Parent Education Activities ... continued)</i>	
	<p>6 District administrators hold forum for Belmont & San Carlos parents at Carlmont</p> <p>11 District administrators hold forum for Ravenswood parents at Ravenswood</p> <p>12 District administrators hold forum for Redwood City parents at McKinley Institute</p> <ul style="list-style-type: none"> • <i>Trivocis</i> article by M-A principal re NCLB • <i>Trivocis</i> article by SDMSC re “Connections,” a newcomer program for EL students at M-A • DELAC and ELAC meetings • Special Ed DPAC and PAC meetings • Open Houses • M-A’s Beyond Compliance Steering Committee meetings • Superintendent’s PTA Council meeting • Curriculum Council meeting
May	<p>31 M-A’s Beyond Compliance meeting for all parents</p> <p>May-June Parent Institute Leadership series</p> <ul style="list-style-type: none"> • Superintendent’s PTA Council meeting, includes partnering school parents • M-A’s Beyond Compliance Steering Committee meetings • DELAC and ELAC meetings
June	May-June Parent Institute Leadership series
July	<ul style="list-style-type: none"> • Schools prepare parent summer mailing • Write articles for September PTA newsletters
August	<ul style="list-style-type: none"> • Schools prepare for Arena Check-Ins • Set up Parent Involvement calendar for 2005-06 • Director of Public Info & Comm. mails Annual Parent Notification Letter • Director of Public Info & Comm. prepares annual district newsletter • Update district website to include standard-based education and standardized testing information

B. 2005-2006 Timeline of Parent Education Strategies

September	<ul style="list-style-type: none"> • Back to School Nights • District newsletter publishes STAR Program test results • Formation of Program Improvement Parent Plan Council • Superintendent's PTA Council meeting • Curriculum Council meeting • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings
October	<p>10 Press release and PTA & district newsletter articles about Comunicado by SB, DB & EM</p> <ul style="list-style-type: none"> • District 7th & 8th Grade Information Night • Superintendent's PTA Council meeting • Curriculum Council meeting • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings • Parent Institutes for all schools
November	<ul style="list-style-type: none"> • Schools' 7th & 8th Grade Information Nights • Superintendent's PTA Council meeting, includes partnering school parent leaders • Curriculum Council meeting • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings • Quarterly Program Improvement Parent Plan Council meeting
December	
January 2006	<ul style="list-style-type: none"> • District 7th & 8th Grade Special Education Information Night • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings • Superintendent's PTA Council meeting • Parent Institutes for all schools
February	<ul style="list-style-type: none"> • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings • Superintendent's PTA Council meeting
March	<ul style="list-style-type: none"> • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings • Superintendent's PTA Council meeting • Quarterly Program Improvement Parent Plan Council meeting
April	<ul style="list-style-type: none"> • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings • Superintendent's PTA Council meeting
May	<ul style="list-style-type: none"> • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings • Superintendent's PTA Council meeting, includes partnering school parent leaders • Quarterly Program Improvement Parent Plan Council meeting
June	<ul style="list-style-type: none"> • Special Ed DPAC and PAC meetings • DELAC and ELAC meetings

Section VI. Tables of Online Resources to Educate Parents about the Standards-Based Education System

There are four tables of online resources for the different parent groups:

- A. The General Population of Parents
- B. English Learners
- C. Special Education
- D. Partnering school parents

The resources include:

- Documents that can be downloaded
- Webpages
- Online databases to search
- VHS and online videos

The resources are organized by topic category:

- Accountability
- California Reading List
- Content Standards
- Data
- Glossary
- Testing (CAHSEE, STAR, etc.)
- Title I

Following each table of standards-based education system resources is an additional table of resources on other topics, such as:

- College
- Document Translation
- [Family-School Partnerships](#)
- [Family-School Compacts](#)
- Parent Involvement
- Parents' Rights