

Madrone High School

2015 - 2016

Single Plan for Student Achievement

San Rafael City Schools Mission Statement

The San Rafael City Schools community ensures that every student receives an empowering education. High expectations and skillful individualized instruction enable all students to embrace their own learning, think critically, and experience success.

Our welcoming school climate ensures our diverse community of students, families, staff, and community members are treated with dignity and respect, creating opportunities for participation, engagement and support. Every student graduates ready for college and/or a career, able to take responsibility for a future that includes life-long learning.

Single Plan for Student Achievement

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California *Education Code* sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

The SPSA is a Title I Schoolwide Program Plan.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Jane Songer, Principal
Telephone Number: 415-485-2435
Address: 185 Mission Avenue, San Rafael, CA 94901
E-mail Address: jsonger@srcs.org
County-District School (CDS) Code: 21-65466-2133254
Date of this revision: January 2016

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Recommendations and Assurances

The school site council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan:
 - ☒ English Learner Advisory Committee Margarita Daniel Signature _____
 - ☐ Title I Advisory Committee N/A Signature _____
 - ☐ Other advisory committee N/A Signature _____
4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on January 2016.

Attested:

Jane Songer
Typed name of School Principal

Signature of School Principal

Date

Margarita Daniel
Typed name of SSC Chairperson

Signature of SSC Chairperson

Date

School Site Council Membership

California *Education Code* describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.

The current make-up of the SSC is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Jane Songer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anna McGee	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alexis Morgan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Gomez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Margarita Daniel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kathleen Galindo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Benavidez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of members in each category	1	1	1	2	2

Governance and Funding

1. The School Site Council will hold 4 meetings in the 2014-2015 school year.
2. At Madrone High School, the School Site Council is charged with the responsibility of overseeing the following federal program funds coordinated to form one comprehensive school plan:
 - ☒ Title I
 - ☒ Title III, Immigrant
 - ☒ Title III, LEP
3. The School Site Council received input regarding design/modification of the School Site Plan in the following ways:
 - ☒ Review by SSC members
 - ☐ Changes recommended as a result of ELAC and Title I parent Advisory Groups
 - ☒ Meetings with stakeholders
 - ☒ Input/changes recommended by site staff
 - ☐ Input/changes recommended by Needs Assessment Survey data
 - ☐ External Consultants
4. Parents are involved in decision-making at the site and district level by participation in:
 - ☒ School Site Council
 - ☒ Site Advisory Councils: () Title I (X) ELAC () PTA () Other: _____
 - ☒ District Advisory Committee: (X) LCAAP PAC () DELAC () DAC/Title I
5. At Madrone High School, at least 85% of the funds available for programs are spent for direct services to students.
6. Staff, contracts, resources, supplies and equipment paid for with consolidated programs funds supplement and do not supplant the basic program as evidenced by:

<input checked="" type="checkbox"/> Budgets (expenditures)	<input type="checkbox"/> PAFs (Personnel Action Forms)
<input checked="" type="checkbox"/> Field Trip Forms	<input type="checkbox"/> Requisitions
<input type="checkbox"/> Capital Outlay	<input type="checkbox"/> Conference Reports
7. For Title I Schoolwide Program schools, provide any parent comments of dissatisfaction with the plan here.
 - ☒ Check here if none received

School/Community Description

Madrone High School

Mission Statement

Madrone High School creates an environment where all students value and respect integrity, diversity and civic responsibility. Students will develop the intellectual, social, and emotional skills necessary to compete and contribute successfully in their local and global communities.

School Description

The student body consists of young adults who, because of unusual responsibilities or personal challenges, have been unsuccessful in the traditional high school. Most students who enter Madrone are behind in credits and are at risk of not graduating with their class. Students are referred to Madrone from San Rafael High and Terra Linda High during regularly scheduled quarter or semester meetings. Students may also enter our school if they are referred through the Student Attendance Review Board or by community agencies. Students must be at least 16 years of age and have attended at least one year at a traditional high school. Exceptions to this rule are rare and must be initiated by a parent after all other avenues for success have been explored.

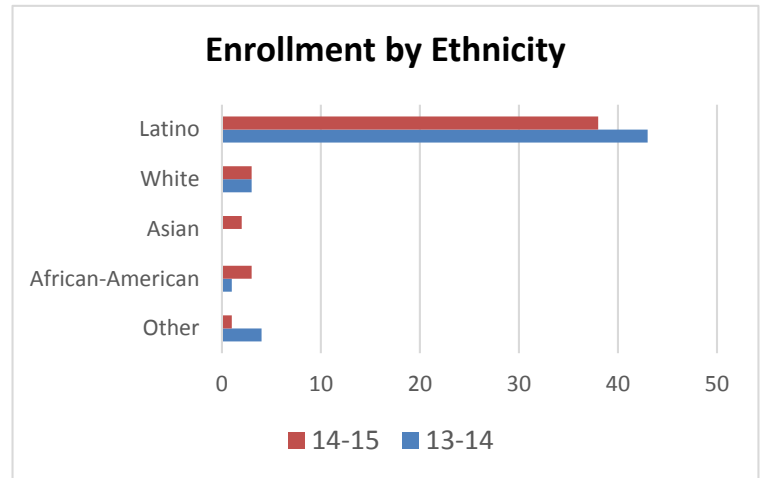
Description of School Programs

Madrone is successful in working with 'at risk' students due to the personalized educational planning that students receive, excellent teaching provided by our staff, academic counseling, and mental health services provided by the San Rafael Police Department Youth Bureau, Marin County Juvenile Services and Huckleberry Youth Programs. At the time of enrollment, a student and his/her parents set one of two goals: 1) to complete his/her education through Madrone High School; 2) to complete the school year, optimizing the opportunity to earn credits and return to a district comprehensive high school. Regular, consistent monitoring of student progress assists the student in achieving his/her goals. Each student meets with the academic counselor once per quarter and additionally as needed to review progress toward their high school completion goals, establish and update their post-secondary plan, and check in about their emotional well-being. Our School to Career Liaison provides students with opportunities for community-based internships and is on campus one day per week. After school tutoring is offered twice per week and is well-utilized by students.

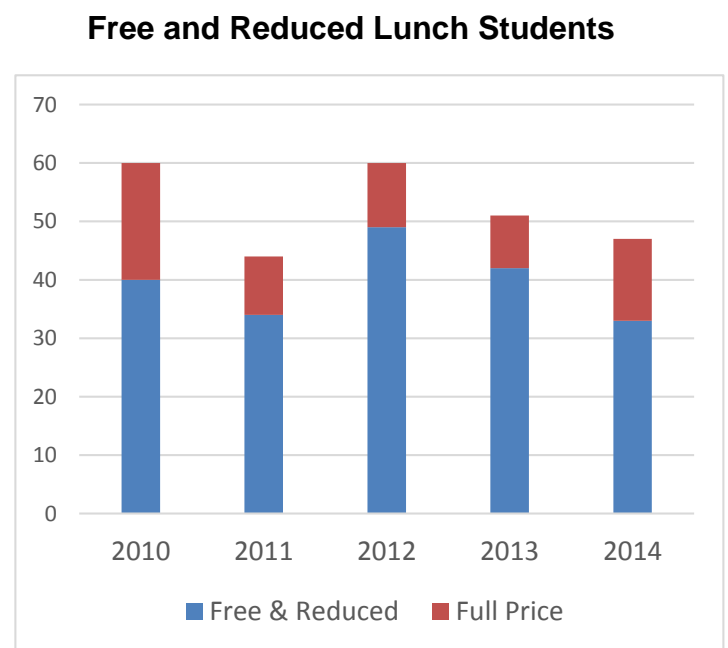
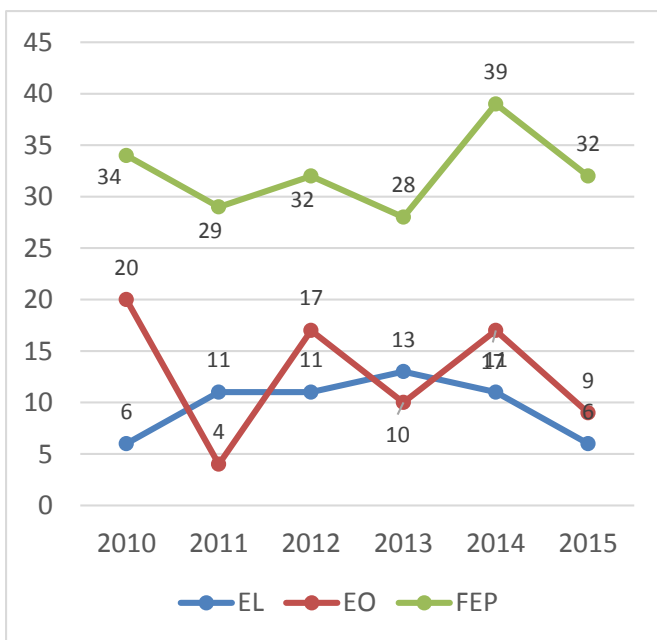
Madrone High School provides a caring, enthusiastic and committed staff and effective structure to achieve school success for 'at risk' students. Consistently enforced guidelines describe a clear dress code, strict requirement for bringing materials to class, punctual arrival to class, and prompt removal for disruptive behavior. Poor habits previously practiced by students are reduced under these guidelines, and a positive classroom environment is fostered where learning can flourish. The school staff believes that all students can learn and that all students should pursue graduation from high school along with a plan for post-graduation.

Demographic and Assessment Data

Demographic Characteristics 14-15	Madrone	District
Enrollment	47	2,356
English learners	12.8%	16.6%
Free / Reduced Lunch	70.2%	41.7%
Fluent English Proficient	68.1%	38.7%



Language Fluency Trends



SBAC ELA/Literacy Scale Score					
Grade	Not Met	Nearly Met	Met	Exceeds	Grand Total
11	14	10	1	2	13
Grand Total	14	10	1	2	13

Mathematics Scale Score			
Grade	Not Met	Nearly Met	Grand Total
11	20	2	22
Grand Total	20	2	22

School CELDT Performance and Academic Performance Index

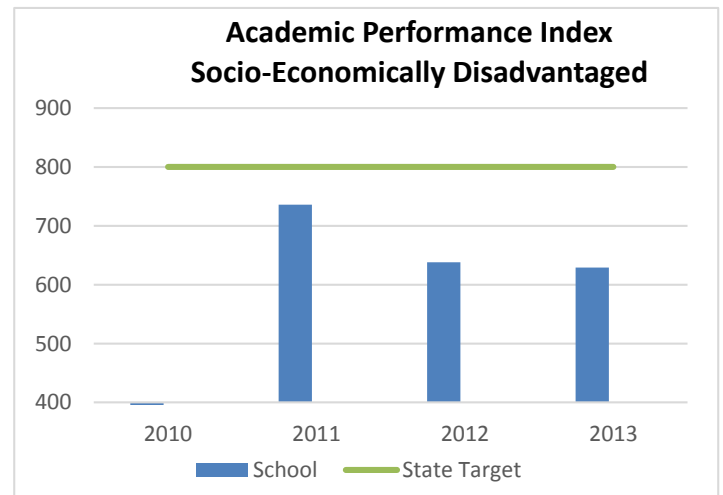
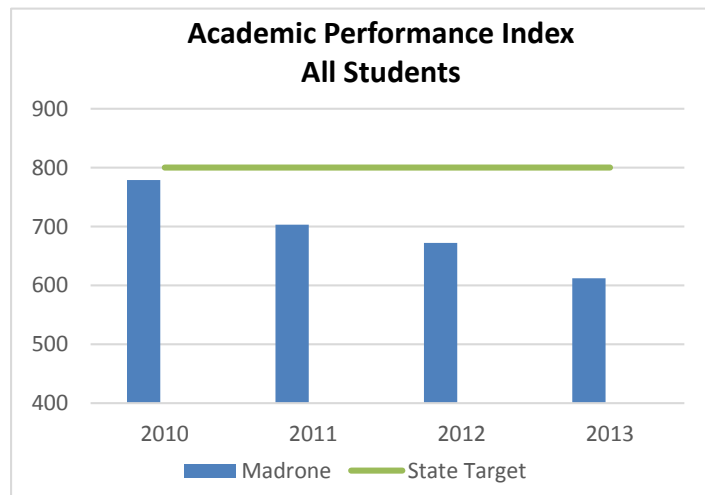
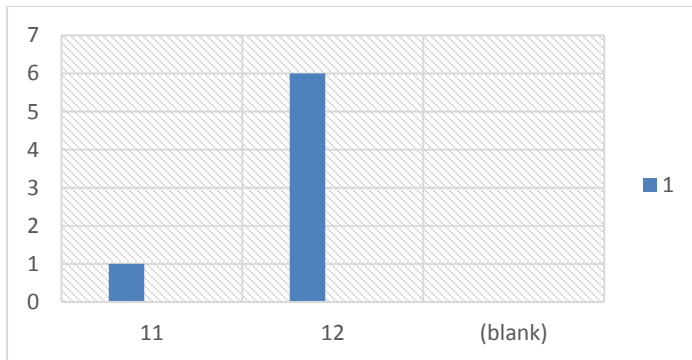
Average CELDT Scale Score by Years in US Schools 2014-15

Years in US Schools	Grade Level		
	11	12	Sub Total
3		604.5	604.5
6		300.0	300.0
9		556.0	556.0
11	242.3		242.3
12	649.0	649.0	649.0
13	0.0	307.5	205.0
Grand Total	305.8	453.6	375.4

Count of Placement
Overall 2015-16

Row Labels	1	Grand Total
11	1	1
12	6	6
Grand Total	7	7

Count of Placement Overall



Data Analysis

Data	Key Findings
Demographics	<ul style="list-style-type: none"> • 61 students – up 16% from fall of 2014 • Number of Caucasian students increased slightly from last year while the number of Latino students decreased comparatively • 10% decrease in Free and reduced lunch • 20% increase in FEP students compared to last year • EL students remained constant • 13% of students are Special Ed.
ELA	<ul style="list-style-type: none"> • 70% of seniors have a 'C' or higher • 82% of juniors had a 'C' or higher • 76% of all students enrolled in a 'Reading' (2nd English class) had a 'C' or higher
Math	<ul style="list-style-type: none"> • 30% of the students are enrolled in Algebra • 50% of the Algebra students have a 'C' or better • 50% of students enrolled in Geometry had a 'C' or higher
EL Data	<ul style="list-style-type: none"> • 3 students were re-designated based on grades and CELDT scores. The number of EL students remained constant.
Climate/Culture	<p>Student survey results:</p> <ul style="list-style-type: none"> • 56% of students report that Madrone is great and/or works well. • 81% of students states that they will attend COM or another community college • 74% of students feel more prepared for college after attending Madrone • 67% of seniors have signed up for COM class being offered at Madrone in Jan. '16

District Initiatives

COMMITMENT TO EQUITY, ACCESS & ACHIEVEMENT

- GOALS**
- College, career, and community readiness upon graduation from high school for all students
 - School system (not a system of schools)

2016-2018 STRATEGIC PRIORITIES

- **Aligned K-12 Curriculum & Assessments** to the advanced levels of the Common Core State Standards.
- **Professional Growth System** Implement and improve district wide professional growth system for teachers, support staff, administrators at all levels.
- **Align All District Resources & Activities** Purposeful identification and selection of personnel, instructional materials, equipment & supplies to support College and Career Readiness.

2016-2018 CCSS INSTRUCTIONAL FOCUS POINTS

- Common Core aligned units of instruction will include all components as identified by the district and undergo a review process prior to placement in the district, online repository.
- Full implementation of Common Core math standards:
 - K-5 *Every Day Math* CCSS
 - K-12 Implementation of Math Practices
- Gain a deeper understanding of new ELD standards and continue to provide specific ELD instruction, with emphasis on speaking and listening. Pacing of standards and skills have been vertically aligned (6-12); course descriptions will be developed based upon this pacing guide.
- Maximize bell-to-bell instructional time

COMMON CORE STATE STANDARDS *Essential Shifts in instruction*

Shifts in English Language Arts/Literacy		Shifts in Mathematics	
1	Balancing Informational and Literary Text	1	Focus
	Students read a true balance of informational and literary texts.		Teachers significantly narrow and deepen the scope of how time and energy is spent in the math classroom. They do so in order to focus deeply on only the concepts that are prioritized in the standards.
2	Knowledge in the Disciplines	2	Coherence
	Students build knowledge about the world (domains/content areas) through text rather than teacher or activities.		Principals and teachers carefully connect the learning within and across grades so that students can build new understanding onto foundations built in previous years.
3	Staircase of Complexity	3	Fluency
	Students read central, grade appropriate text around which instruction is centered. Teachers are patient, create more time and space and support in the curriculum for close reading.		Students are expected to have speed and accuracy with simple calculations. Teachers structure class time and/or homework time for students to memorize, through repetition, core functions.
4	Text-based Answers	4	Deep Understanding
	Students engage in rich and rigorous evidence based conversations about text.		Students deeply understand and can operate easily within a math concept before moving on. They learn more than the trick to get the answer right. They learn the math.
5	Writing from Sources	5	Application
	Writing emphasizes use of evidence from sources to inform or make an argument		Students are expected to use math and choose the appropriate concept for application even when they are not prompted to do so.
6	Academic Vocabulary	6	Dual Intensity
	Students constantly build the transferable vocabulary they need to access grade level complex texts. This can be done effectively by spiraling like content in increasingly complex texts.		Students are practicing and understanding. There is more than a balance between these two things in the classroom – both are occurring with intensity.

Shifts in English Language Development

1	From lock-step linear → spiraling, dynamic and complex social processes
2	From focus on accuracy → collaboration, comprehension, communication
3	From simplified texts and activities separate from content → use of complex texts and content integral to language learning
4	From English as a set of rules → meaning-making and language choices
5	From central focus on grammar and syntax → grammar and structure within meaningful context

6 From literacy foundational skills as one size fits all → targeting varying profiles of ELs and tapping linguistic resources

7 From grade span → grade level

District Initiatives

LOCAL EDUCATIONAL AGENCY PLAN

A technical assistance provider conducted a district needs assessment of both San Rafael City school districts in early 2012, including review of district and site documents, four District Liaison Team meetings, and classroom walkthroughs of four Title I sites, including three Program Improvement sites. Based on the needs assessment, the technical assistance provider made recommendations which were incorporated into Specific Actions for the five Performance Goals adopted by California's State Board of Education.

Performance Goals:

6. All students will reach high standards, at a minimum attaining proficiency or better in reading and mathematics, by 2017-18.
7. All limited-English-proficient students will become proficient in English and reach high academic standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
8. All students are taught by highly qualified teachers.
9. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.
10. All students will graduate from high school.

LEA Plans for both districts were approved by the Board on and can be downloaded at www.srcs.org/leap.

PROFESSIONAL DEVELOPMENT PROVIDERS

Elementary (K-12) Literacy Across the Content Areas and Common Core Implementation: University of California, Berkeley History-Social Science Project: This professional development increases understanding of demands of CCSS, introduces discipline-specific literacy strategies, plans for work with grade-level or subject-specific teams, and develops Common Core-aligned curriculum using literacy strategies, the new CCS ELD Standards, and analyzes student work to drive planning and instruction

PreK-3 SEAL: Common Core for English Language Learners: Dr. Laurie Olsen is the Director of the Sobrato Early Academic Literacy and statewide consultant with school districts in California on English Learner education. She will provide training and consultation on how to provide site leaders with research data, information, and models that enable second language learners to acquire English and achieve at high levels and supports the development of consistent and intentional district-wide approach to English acquisition, literacy and student achievement success, including discussion of programmatic changes and teaching that could significantly reduce the number of long-term English learners.

Guided Language Acquisition Design: Jabbar Biegs and Naurin Kahn, of Be GLAD provide training in Guided Language Acquisition Design (GLAD). GLAD is a model of professional development in the area of language acquisition and literacy. The strategies and model promote English language acquisition, academic achievement, and cross-cultural skills. Tied to standards, the model trains non-SEAL teachers to provide access to core curriculum using local district guidelines and curriculum.

School Improvement Goals

Goal 1.0: Student Learning – Each student receives rigorous instruction that leads to mastery of the Common Core State Standards while continuing to foster critical thinking, collaboration, creativity, and communication skills.

Strategy 1.1: All students will develop mastery of the English language arts Common Core State Standards.

Action Step 1.1.1: Literacy Leads will provide support for the implementation of high rigor/relevant lesson plans in English language arts and history/social science.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
August '15 – June '16	Jane Songer	Professional Development day provided by Literacy leads and staff	None	N/A

Action Step 1.1.2: Classroom teachers will integrate the Common Core ELD standards into instructional units in English language arts and history/social science and monitor ELs for timely acquisition of English proficiency.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	A. Morgan/D. Corrado	None	None	N/A

Action Step 1.1.3: Students not meeting the required levels of standards mastery in English language arts will be required to participate in the site-based targeted intervention program.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	Jane Songer	After school support is mandated for students not meeting required levels of standards mastery in ELA.	tbd	Title I

Strategy 1.2: All students will develop mastery of the math Common Core State Standards.

Action Step 1.2.1: Staff will create a minimum of 3 Common Core units to implement across all curriculum.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	Jane Songer	Collect and review a minimum of 3 units from each teacher	N/A	N/A

Action Step 1.2.2: Classroom teachers will integrate the Common Core ELD standards into instructional units in math and science.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	Casey Hunt	Work with Director of EL Programs for support to ensure the ELD standards are integrated into math and science.	tbd	Title III

Action Step 1.2.3: Students not meeting the required levels of standards mastery in core courses will be required to participate in site based targeted intervention programs.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	Jane Songer	None Students are mandated to stay after school to receive additional instruction in core courses.	tbd	Title I

Strategy 1.3: District-wide assessments will be implemented in ELA and mathematics to support monitoring of student achievement, inform the planning and delivery of timely academic interventions, and inform professional development needs.

Action Step 1.3.1: Site will implement SBAC-aligned district-wide assessments to ensure college/career readiness of all students.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
May '16	Jane Songer			

Action Step 1.3.2: Teachers will collaborate in the creation of embedded assessments that are SBAC-aligned to ensure college/career readiness of all students.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – May '16	Jane Songer	Teachers meet twice per month and review SBAC-aligned assessments for students.	None	N/A

Action Step 1.3.3: Site administrators and lead teachers will collaborate in the analysis of assessment results to address professional development needs.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	Jane Songer/Site staff	Administrator and teachers review assessments monthly to determine professional development.	None	N/A

Goal 2.0: Staff Support – Provide the professional development necessary to support our goals.

Strategy 2.1: Teachers will participate in district-provided professional development.

Action Step 2.1.1: UCB HSSP

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. 15 – May '16	Phyllis Goldsmith	Teachers are working with Phyllis Goldsmith (UC Berkley project) to create and implement common core units across the curriculum.	\$4,400	CCS one-time funds

Strategy 2.2: Teachers will collaborate on the development of instructional units and assessments, timely academic and linguistic interventions, and efficacy in implementing the CCSS (including integration of ELD as needed).

Action Step 2.2.1: Teachers will collaborate on the development of instructional units and assessments, timely academic and linguistic interventions.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	Jane Songer	Staff meets twice a month to collaborate on the development of instructional units and assessments.	N/A	N/A

Action Step 2.2.2: Teachers will reflect on and continually improve delivery of instruction to include effective, research-based instructional strategies.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June '16	Jane Songer	Ongoing PD during staff meetings and through observations of other teachers at other sites.	tbd	Title III

Strategy 2.3: Classified staff will participate in district-provided professional development.

Action Step 2.3.1: District provided training for AERIES data entry

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15 – June/16	Chris Thomas	Quarterly trainings by the DO are provided for classified staff with regards to AERIES.	N/A	N/A

Goal 3.0: Culture, Climate, & Community Engagement – Establish welcoming, efficient, and effective practices that foster and deliver high quality customer service. Develop and implement highly effective communications that increase awareness, participation, and support from parents and community members for the district’s goals.

Strategy 3.1: Staff will participate in professional development to ensure the use of welcoming, efficient, and effective practices.

Action Step 3.1.1: Staff

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15	Jane Songer	<p>Continue 10,000 Degrees ‘Road to Success’ presentations and expand to juniors for the 15-16 school year.</p> <p>Continue to offer Compass concurrent enrollment to all students.</p> <p>Offer COM counseling class on site during the Madrone school day.</p> <p>Continue on site COM placement testing and counseling appointments for all seniors.</p> <p>The administrative assistant will review with the principal expectations regarding welcoming and effective practices.</p>	tbd	Title I

Strategy 3.2: Staff will increase family engagement in decision-making.

Action Step 3.2.1: Site staff will administer the district K-12 Parent Survey to ensure valid and reliable data are gathered from families.

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. '15	Jane Songer	None	\$25	Site budget

Action Step 3.2.2: ELAC

Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
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Sept. '15 – June '16	Jane Songer	Committee monitors FEPs and reviews CELDT scores to determine if student needs to be redesignated	N/A	N/A
Action Step 3.2.3: LCAP PAC				
Timeline	Person Responsible	Related Expenditures	Estimated Cost	Funding Source
Sept. 15 – May '16	Jane Songer	Ensure parent representation on the LCAP PAC	None	N/A

Categorical Allocations

☒ This site operates a SWP but does not consolidate its funds as part of operating a SWP.

Federal Programs	Allocation
<input checked="" type="checkbox"/> Title I, Part A: Allocation (Resource 3010) Purpose: To improve basic programs operated by local educational agencies (LEAs)	\$3,714
<input type="checkbox"/> Title I, Part A: Parental Involvement Purpose: Ensure that parents have information they need to make well-informed choices for their children, more effectively share responsibility with their children's schools, and help schools develop effective and successful academic programs (this is a reservation from the total Title I, Part A allocation).	N/A
<input checked="" type="checkbox"/> For Program Improvement Schools only: Title I, Part A Program Improvement (PI) Professional Development (10 percent minimum reservation from the Title I, Part A reservation for schools in PI Year 1 and 2)	\$221
<input type="checkbox"/> Title III, Part A: Immigrant Students (Resource 4201) Purpose: Supplement language instruction to help targeted to eligible immigrant students through the provision of supplementary programs and services to attain English proficiency and meet academic performance standards	
<input checked="" type="checkbox"/> Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students (Resource 4203) Purpose: Supplement language instruction to help LEP students attain English proficiency and meet academic performance standards	\$544
<input type="checkbox"/> Other federal funds	
Total amount of federal categorical funds allocated to this school	\$4,479

2015 – 2016 Categorical Budget

Date of this Revision	November 13, 2015
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Funding Resource	14-15 Carryover	15-16 Allocation	Encumbered Expenses	To Date Expensed	Projected Expenditures	Available Balance
Title I, Part A	\$6,958	\$3,714			Field trips Improved Classroom materials After-school tutoring	\$0
Title I, Professional Development	\$1,242	\$221			Professional Development	\$0
Title III, Immigrant	\$258				Additional reading materials to support EL students	\$0
Title III, LEP	\$544	\$544			Substitutes for Professional Development off campus	\$0
Total	\$9002	\$4,479				\$0

Summary of Centralized Services

Program Common to Most Schools

Administration

Provide administrative support of schools:

- Monitoring schools for compliance
- Development and monitoring of budgets
- Allocating funds
- Working with district committees to provide assistance and coordination to school sites
- Participating on county and state committees to support and coordinate school programs
- Implementing District Board *Roadmap to the Future* goals

Planning/Evaluation

Provide schools with assistance in the development of schools including:

- Development of instruments and forms
- Processing of surveys and test results
- Interpreting of survey and test results including analysis of standardized testing/content standards
- Reviewing school plans for compliance and quality of program
- Monitoring schools for program effectiveness
- Conducting evaluation of program at the district and school level for effectiveness
- Facilitate personnel assignments for all site level reviews
- Development of district application for funding
- Completion of annual reports

Implementation

- Process all funded personnel
- Monitor and revise all school budgets, plans, and time use of multi-funded personnel
- Provide on-site assistance to schools for implementation of planned activities
- Facilitate committee process /decisions related to annual program proposal guidelines
- Process all proposals

Staff Development

- Coordinate the processing of all travel/conference/materials requests
- Provide training to School Site Council members on roles and responsibilities
- Provide training in CPM and WASC processes and plan development and/or improvement
- Provide curriculum support for schools through on-site visitations and staff development in use of newly adopted instructional materials

Parent Involvement

- Provide parent education training by request
- Provide assistance to sites including parent involvement activities within their school plans and implementation of district parent involvement policy

Summary of Centralized Services

Title I Centralized Services

Administration

- Coordinate the delivery of services to students
- Implement Board Goals and guidelines for program compliance as mandated by the ***Elementary and Secondary Education Act***.

Planning/Evaluation

- Provide support for development and review of school plans
- Prepare reports
- Provide Title I eligibility list and review/revise criteria as needed
- Conduct periodic review of programs to ensure quality and effectiveness of Title I program

Implementation

- Assist schools in the identification of program participants
- Monitor student attendance and progress in extended day programs

Staff Development

- Coordinate staff development activities based on district/site needs assessment
- Provide staff training to ensure that teachers and paraprofessionals are compliant with the ***Elementary and Secondary Education Act***.

Parent Involvement

- Monitor parent compact and parent involvement policies at individual sites

EL Centralized Services

Administration

- Coordinate delivery of services to students
- Develop English Language Learner Master Plan
- Support the implementation of effective English learner programs
- Coordinate administration of California English Language Development Test

Planning/Evaluation

- Provide support for program compliance and quality
- Supervise development and revision of school and district plans
- Conduct evaluation of programs at the district and school level for effectiveness
- Prepare individual student profiles and required state reporting procedures
- Conduct on-site visitations to monitor implementation of programs and instructional initiatives

Implementation

- Coordinate the delivery of support services for English learners
- Provide sources for translation as necessary of all required information
- Seek and coordinate additional funds for extended day opportunities
- Monitor successful access to content standards and course pathways for English learners

Staff Development

- Coordinate and provide PD regarding ELD standards and differentiation of core content instruction
- Provide Diversity Training
- Provide curriculum and technical support for classified personnel

Parent Involvement

- Facilitate parent participation in local and state-wide conferences
- Provide assistance and training to English Language Learner Advisory Committees (ELAC) and District English Language Advisory Committee (DELAC)

MADRONE HIGH SCHOOL

Policy for Parent Involvement in the Education of Their Children

Madrone High School recognizes that a critical part of effective schooling is parent involvement. The school and the home cannot be looked at in isolation from one another; families and schools need to collaborate to help children adjust to the responsibilities of being successful students.

Research has shown that involvement by parents as partners in their children's education greatly contributes to positive student achievement and conduct.

1. Families provide the primary educational environment.
2. Parent involvement in their children's education improves student achievement.
3. Parent involvement in children's education is more important to student success than family income or education.
4. Parent involvement with the school is most effective when it is supportive, long-lasting, and well-planned.
5. The benefits of parent involvement for students are not limited to early childhood or the elementary grades; positive benefits continue on through high school.
6. Parents need to be involved in supporting their children's education both at home and in the school, in order to ensure the quality of the schools.

The staff at Madrone believes that the education of its students is a responsibility shared with parents. The school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations set forth in the California Common Core Content Standards.

Parents shall have the responsibility and opportunity to work with the school in a mutually supportive and respectful partnership with the goal of helping children succeed in school.

Parental involvement, as described in this policy, shall be developed with the assistance of parents, agreed to by parents, incorporated into the school plan, reviewed and updated annually by parents, and made available to the local community.

Parent involvement refers to the efforts of any caregiver who has responsibility for caring for a child, including parents, grandparents, aunts, uncles, foster parents, stepparents, etc.

Parental Involvement – General Information

- An annual meeting, which all parents are encouraged to attend, shall be held in the fall at a time and date which is convenient for the parent community. The written notice shall be in English and Spanish (and any other languages as needed) shall be mailed to all parents and will include the rights of parents to be actively involved in supporting their children's academic achievement. Parents will also receive a description of the services provided to children participating in the Title I program.
- Each year parents shall be invited to attend a number of regularly scheduled meetings that are planned at times convenient for their participation. Parents will be kept informed regarding the progress of children in the core academic program. In addition, parents will receive specific information about the

Title I program participants and program implementation. Through these meetings, parents will be involved on an ongoing basis in the planning, review and improvement of programs, including the parental involvement policy and school plan.

- The principal and staff shall provide timely information about curriculum, local and state assessment results, the proficiency levels students are expected to meet, and the status of the school's Annual Performance Index (API) and Adequate Yearly Progress (AYP) measures. Parents will be informed on an ongoing basis about student support programs, classroom activities and school events. Parents will provide suggestions for, and receive information and training on, family and education-related topics to assist them with their children.

Shared Responsibilities

The school staff and parents shall jointly develop a home-school compact that explains how parents, students, and school staff will share responsibility for improved student academic achievement. The compact shall be reviewed annually and modified as needed.

The compact shall:

- Be signed by all parties – parent, student, teacher(s), and principal – and a copy given to the parent and student. The responsibilities of each party will be discussed at parent-teacher conferences, Back-To-School Night, orientation meetings and other appropriate times.
- Describe how the school staff will be responsible for providing a high-quality instructional program that enables students to meet the California Content Standards, and for providing a safe, nurturing learning environment for all students.
- Explain how parents will be responsible for supporting their child's learning by monitoring attendance, homework completion, television viewing, and participating in decisions relating to their child's education.
- Describe how students will take responsibility for coming to school to work as learners.

Building Parental Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and community that will improve student achievement Madrone High School shall:

1. Provide regularly scheduled informational meetings and workshops to address topics requested and needed by parents. To address the requirements in the Elementary and Secondary Education Act (ESEA), Title I, Section 1118, the school shall enable parents to gain a better understanding of the following:
 - State Content Standards and achievement goals all students are expected to meet.
 - The requirements of Title I
 - How to monitor their children's progress through interpreting state and local assessment reports and student progress reports.
 - Strategies to use at home to support their child's academic achievement, such as monitoring the completion of homework and school assignments, reading with their child (in any language), working with math, literacy training, etc..
 - Effective use of resources provided by the parent center that support and encourage parental involvement in their child's education.
2. Madrone staff shall be educated, with the assistance of parents, in the value of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners in their children's education by using strategies to:
 - Ensure that information related to school and parent programs, meetings, workshops, and other activities is sent in a parent-friendly format, and, to the extent required and practical, in a language parents understand.

- Implement and coordinate parent programs that build ties between parents and the school, such as opportunities to support the school through volunteering their time, including classroom support and after-school activities
- Involve parents as decision-makers including membership on the School Site Council, English Learner Advisory Committee (ELAC), Parent Teacher Association (PTA) and other decision-making groups at school.
- Become knowledgeable about parent rights as specified in California statutes and in ESEA, Title I, Part A.

3. To further the goal of effective parent involvement, the Madrone staff will:

- Conference with parents and student to educate parents about Madrone and keep them informed of their child's graduation status
- Provide college and career opportunities for parents
- Examine and adopt model parent involvement program
- Work with and support a parent group (such as PTA) for the purpose of supporting parent involvement activities at the school and to enhance the leadership skills of parents.
- Train parents in leadership roles in order to effectively serve on the School Site Council, PTA, and Title I Advisory Committee.
- Form alliances with community-based agencies and businesses outside of the school to connect families, in need of assistance, to appropriate services.
- Provide other support and services as required by parents.

Accessibility

The school, to the extent practical, shall provide parents with limited English proficiency, opportunities to fully participate in school-sponsored activities by using translation at all meetings and workshops and by sending written notices and reports in a language (to the extent required and practical) that parents understand.