

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 27, 2015

To: Principals at Title I and Non-Title I Schools, School Site Council (SSC) Chairperson and Area Superintendents

Subject: 2015-16 SITE TITLE I PARENT INVOLVEMENT and NON-TITLE I PARENT INVOLVEMENT POLICY

Department and/or Persons Concerned: Principals at Title I, Non-Title I Schools, School Site Council (SSC) Chairpersons and Area Superintendents

Due Date: **March 6, 2015**

Reference: Title I Law [PL 107-110, Section 1118 (a2), (b), (c), and (d)], Education Code Section 48985(EC §§ 11502, 11503, 11504, 11506)

Action Requested:

- 1) Revise the site Title I Parent Involvement Policy with input from the SSC **no later than March 6, 2015**. Please distribute to parents.
- 2) Maintain a copy of each document with the school's Single Plan for Student Achievement (SPSA).

Submit the site Title I Parent Involvement Policy to the Financial Planning, Monitoring and Accountability Department, Room 3126 by **March 6, 2015**.

Attachment 1 SAMPLE **Site Title I** Parent Involvement Policy

Attachment 2 SAMPLE **Site Non-Title I** Parent Involvement Policy

Attachment 3 Financial Planning, Monitoring and Accountability Department Contact Information 2015-16

Brief Explanation:

The California Department of Education (CDE) recently conducted a bi-annual review of the district's categorical programs monitoring activities. The Compensatory Education Program was one area reviewed. CDE found that the site Title I Parent Involvement Policies were quite similar and did not clearly or adequately address several required elements. Therefore, we were out of compliance for those elements of the audit. As a corrective action, we are required to have all sites revise their policy and address the missing elements.

Schools that receive Title I funds must meet several federal and state requirements as defined under Title I law. These requirements include conducting an annual Title I Parent Meeting, developing and distributing the site Title I Parent Involvement Policy and the site Home/School Compact, distributing the Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, and establishing and maintaining a School Site Council to oversee the Single Plan for Student Achievement.

Per District Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, all Non-Title I schools will also develop and distribute the site Non-Title I Parent Involvement Policy and the site Home/School Compact.

Site Title I Parent Involvement Policy:

Each Title I school must have a written site parent involvement policy as defined by Title I law. School staff and parents must jointly develop and agree on the policy, and the policy must be reviewed on an annual basis.

The site Title I Parent Involvement Policy, as incorporated into the school site plan, establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. Documentation of how the policy was developed or revised and distributed to parents must be maintained on site in the School Site Council (SSC) Handbook, and must be verified by the Financial Planning, Monitoring and Accountability Department.

The policy must address the following:

2.2 Policy Involvement. Each Title I school and Non-Title 1 schools (as applicable) shall involve parents by means of the following activities:

- (a) Convene an annual meeting to inform parents of participating students of the requirements of Title I and their right to be involved. (20 U.S.C. § 6318 (c)(1).)
- (b) Offer a flexible number of meetings. (20 U.S.C. § 6318 (c)(2).)
- (c) Involve parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy. (20 U.S.C. § 6318 (c)(3).)
- (d) Provide parents of participating students with timely information about Title I programs. (20 U.S.C. § 6318 (c)(4) (A).)
- (e) Provide parents of participating students with an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet. (20 U.S.C. § 6318 (c)(4) (B).)
- (f) Provide parents of participating students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318 (c)(4) (C).)

2.3 Shared Responsibilities for High Student Achievement:

- (a) Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards (20 U.S.C §6318 (d)(1).)
- (b) Describes the parents' responsibility to support their children's learning. (20 U.S.C §6318 (d)(1).)
- (c) Addresses the importance of ongoing communication between parents and teachers through, at a minimum, annual conferences, reports on student progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities. (20 U.S.C §6318 (d)(2).)

2.4 Building Capacity for Involvement. To build capacity for involvement of parents, each school and LEA shall:

- (a) Assist parents in understanding academic content and achievement standards and assessments and how to monitor and improve the achievement of their children. (20 U.S.C. § 6318 (e)(1).)
- (b) Provide materials and training to help parents work with their children to improve their children's achievement. (20 U.S.C. § 6318 (e)(2).)
- (c) Educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners. (20 U.S.C. § 6318 (e)(3).)
- (d) Coordinate and integrate parental involvement with other programs and conduct activities that encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318 (e)(4).)
- (e) Distribute information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language the parents understand. (20 U.S.C. § 6318 (e)(5).)
- (f) Provide such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318 (e)(1).)

2.5 Accessibility. Each school and LEA shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students including providing information and school reports required under Section 6311 in a format and to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318 (f).)

Samples of Title I Parent Involvement Policy (**Attachment 1**) and Non-Title I Parent Involvement Policy (**Attachment 2**) are included with the intent that schools will customize them to meet the needs of their staff, parents, and student population.

If you have any questions or concerns regarding these requirements, please contact your designated Financial Planning, Monitoring and Accountability Resource Teacher (**Attachment 3**) or call the Financial Planning, Monitoring and Accountability Department at (619) 725-5609.

Vikki Henton
Director
Financial Planning, Monitoring and Accountability

APPROVED:



Jenny Salkeld
Chief Financial Officer
Office of the Chief Financial Officer

VH:mdj2

Attachments (3)



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability Department

[Name of your School]

TITLE I PARENT INVOLVEMENT POLICY

In the fall, an annual meeting will be held to share with parents a description of the Title I program and its requirements.

[School Name] has developed a written Title I parental involvement policy with input from Title I parents. ***[Describe how the school developed the policy with parent input.]***

It has distributed the policy to parents of Title I students.

[Describe how the school distributes the policy.]

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at *[School Name]*, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. ***[Briefly describe or bullet how this happens at your school.]***
- The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening. ***[Briefly describe or bullet how this happens at your school.]***
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, *review, and improvement of the school's Title I programs and the Title I parental involvement policy. ***** [Briefly describe or bullet how this happens at your school.]***
- The school provides parents of Title I students with timely information about Title I programs. ***[Briefly describe or bullet how this happens at your school.]***
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. ***[Briefly describe or bullet how this happens at your school.]***
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. ***[Briefly describe or bullet how this happens at your school.]***

****It may be helpful to include the parental involvement policy review in the annual review of the Single Plan for Student Achievement.***

*****The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c) (3)]***

School-Parent Compact

[School Name] distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State’s high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- The school’s responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children’s learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child’s class; and opportunities to observe classroom activities

[Briefly describe how the school developed the policy with Title I parent input and how the school distributes the policy to Title I parents. Attach a copy of the compact to this policy.]

Building Capacity for Involvement

[School Name] engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children. *[Briefly describe or bullet how this happens at your school.]*
- The school provides Title I parents with materials and training to help them work with their children to improve their children’s achievement. *[Briefly describe or bullet how this happens at your school.]*
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. *[Briefly describe or bullet how this happens at your school.]*
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. *[Briefly describe or bullet how this happens at your school.]*
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand. *[Briefly describe or bullet how this happens at your school.]*
- The school provides support for parental involvement activities requested by Title I parents. *[Briefly describe or bullet how this happens at your school.]*

Accessibility

[School Name] provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. *[Briefly describe or bullet how this happens at your school.]*

**THIS SAMPLE IS NOT AN OFFICIAL DOCUMENT.
IT IS PROVIDED ONLY AS A SAMPLE.**

SAMPLE



San Diego Unified School District
Financial Planning and Development
Financial Planning, Monitoring and Accountability Department

[Name of your School]
NON-TITLE I PARENT INVOLVEMENT POLICY

[School Name] has developed a written Non-Title I parental involvement policy with input from Non-Title I parents. ***[Describe how the school developed the policy with parent input.]***

It has distributed the policy to parents of Non-Title I students.
[Describe how the school distributes the policy.]

The policy describes the means for carrying out the following Non-Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Involvement of Parents in the Non-Title I Program

To involve parents in the Non-Title I program at *[School Name]*, the following practices have been established:

- The school convenes an annual meeting to inform parents of Non-Title I students about Non-Title I requirements and about the right of parents to be involved in the Non-Title I program. ***[Briefly describe or bullet how this happens at your school.]***
- The school offers a flexible number of meetings for Non-Title I parents, such as meetings in the morning or evening. ***[Briefly describe or bullet how this happens at your school.]***
- The school involves parents of Non-Title I students in an organized, ongoing, and timely way, in the planning, *review, and improvement of the school's Non-Title I programs and the Non-Title I parental involvement policy. ** ***[Briefly describe or bullet how this happens at your school.]***
- The school provides parents of Non-Title I students with timely information about Non-Title I programs. ***[Briefly describe or bullet how this happens at your school.]***
- The school provides parents of Non-Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. ***[Briefly describe or bullet how this happens at your school.]***
- If requested by parents of Non-Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. ***[Briefly describe or bullet how this happens at your school.]***

****It may be helpful to include the parental involvement policy review in the annual review of the Single Plan for Student Achievement***

*****The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Non-Title I children. [20 USC 6318 Section 1118(c) (3)]***

School-Parent Compact

[School Name] distributes to parents of Non-Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Non-Title I students.

- The school's responsibility to provide high-quality curriculum and instruction
- The ways parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities

[Briefly describe how the school developed the policy with Non-Title I parent input and how the school distributes the policy to Non-Title I parents. Attach a copy of the compact to this policy.]

Building Capacity for Involvement

[School Name] engages Non-Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Non-Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. *[Briefly describe or bullet how this happens at your school.]*
- The school provides Non-Title I parents with materials and training to help them work with their children to improve their children's achievement. *[Briefly describe or bullet how this happens at your school.]*
- With the assistance of Non-Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. *[Briefly describe or bullet how this happens at your school.]*
- The school coordinates and integrates the Non-Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. *[Briefly describe or bullet how this happens at your school.]*
- The school distributes Information related to school and parent programs, meetings, and other activities to Non-Title I parents in a format and language that the parents understand. *[Briefly describe or bullet how this happens at your school.]*
- The school provides support for parental involvement activities requested by Non-Title I parents. *[Briefly describe or bullet how this happens at your school.]*

Accessibility

[School Name] provides opportunities for the participation of all Non-Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. *[Briefly describe or bullet how this happens at your school.]*

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Financial Planning and Development
Financial Planning, Monitoring and Accountability Department
Vikki Henton, Director

2015-16
CONTACT INFORMATION

STAFF ASSIGNMENTS	SCHOOL ASSIGNMENTS
<p>Dario Gutierrez (619) 725-7785 Email: dgutierrez2@sandi.net</p>	<p>All Schools listed in: Areas 1 and 2 Home Hospital, Riley, TRACE, and Whittier</p>
<p>Mary Johnson (619) 725-5611 Email: mjohnson8@sandi.net</p>	<p>All Schools listed in: Areas 5 and 6 DAC Liaison</p>
<p>Susan JK Weinshanker (619) 725-5614 Email: sweinshanker@sandi.net</p>	<p>All Schools listed in: Areas 3 and 4 ALBA WASC Coordinator</p>

Eugene Brucker Education Center
4100 Normal Street, **Room 3126**

Telephone: (619) 725-5609
Fax: (619) 725-7055

Additional resources and information can be found at the
Financial Planning, Monitoring and Accountability Department website

<http://www.sandi.net/Page/37313>