



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9062

PAGE: 1 OF 3

EFFECTIVE: 7-28-94

REVISED:

CATEGORY: Community Relations

SUBJECT: Meaningful Consultation of Parents in Chapter 1 and Chapter 2 Programs

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## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the federal requirement for parents to be involved in the planning, design, and implementation of the Chapter 1 and Chapter 2 Programs.
2. **Related Procedures :**
  - Uniform complaint procedure . . . . . No. 1700
  - Parent involvement program coordination . . . . . No. 9050
  - School advisory committees in schools (councils and committees) . . . . . No. 9060
  - Processing of advisory committee/council minutes . . . . . No. 9065
  - Legal guidelines for meetings conducted by citizens advisory committees . . . . . No. 9066

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy: A-2000, A-4520, B-6000, C-2200, F-8800, I-1000, K-1000, K-1500, K-2000, K-3000; Public Law 100-297, 1016(c)(1), 1533(a)(5); 20 USC 2726(c)(1), 2943(a)(5); 34 CFR 200.34(c)(1), 298.6(c); State Education Code EC 11503(a).

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to Consolidated Programs Services, Planning, Assessment, and Accountability Division.
2. **Purpose of Chapter 1 and Chapter 2 Programs.** The purpose of the federal law regulating this portion of the Chapter 1 and Chapter 2 programs is to ensure that parents are involved in planning, implementing, and evaluating programs in support of their children's education. The Chapter 1 Program provides funds for supplementary services to help educationally disadvantaged students living in low-income areas to succeed in their regular programs, attain grade-level proficiency, and improve academic achievement in basic and more advanced skills. The major purpose of Chapter 2 is to improve elementary and secondary education for children attending public or private nonprofit schools. Chapter 2 funds in the district are targeted in programs designed to meet the educational needs of students at risk of failure in school and of dropping out and students for whom providing an education entails higher than average costs.
3. **Meaningful Consultation of Parents**
  - a. **District level.** The District Advisory Council (DAC) for compensatory education programs must be consulted in a way that is organized, systematic, ongoing, and



informed and that allows for a timely response to proposed Chapter 1 or Chapter 2 program changes that have not originated from the DAC.

- (1) **Organized, systematic, ongoing, and informed consultation.** The originator of the proposal must provide the DAC with a detailed proposed program description, in writing, that will allow the DAC to determine:
    - (a) How the proposed program is supplemental to the basic district program
    - (b) Whether the proposed program is of sufficient size, scope, and quality to give reasonable promise of substantial progress towards achieving the program's goals
    - (c) For a districtwide program, how it better serves the needs of Chapter 1 or Chapter 2 students than a site-based program
    - (d) Who will manage the program
    - (e) Whether the proposed program includes a plan for ongoing monitoring and evaluation
  - (2) **Timely consultation.** To give the DAC sufficient time to review and discuss, and, if appropriate, receive input from School Site Councils (SSCs)/School Advisory Committees (SACs) on, any such proposed program, 60 days shall be allowed between the time the DAC receives the proposal and the time it presents its recommendations to the Board of Education for consideration.
- b. **Site level.** The School Site Council (SSC) (if designated to assume the responsibilities of the SAC per District Administrative Procedure No. 9060)/School Advisory Committee (SAC) at each site must be consulted in a way that is organized, systematic, ongoing, and informed and that allows for a timely response to proposed Chapter 1 or Chapter 2 program changes at each site that have not originated from the SSC/SAC.
- (1) **Organized, systematic, ongoing, and informed consultation.** The SSC/SAC must be provided with a detailed proposed program description that will allow the SSC/SAC to determine:
    - (a) How it addresses site needs
    - (b) How the proposed program is supplemental to the basic district program
    - (c) For a Schoolwide Project school, how it meets the educational needs of students

- (d) Whether the proposed program is of sufficient size, scope, and quality to give reasonable promise of substantial progress towards achieving site goals
- (e) Whether the budget for the proposed program has been discussed
- (f) Where in the site plan the program is described
- (g) Whether the proposed program includes a plan for ongoing monitoring and evaluation

- (2) **Timely consultation.** To give the SSC/SAC sufficient time to review and discuss any such proposed program, 60 days shall be allowed between the time the SSC/SAC receives the proposal and the time it makes its recommendations to the principal for consideration.

D. **IMPLEMENTATION (See guidelines in C.)**

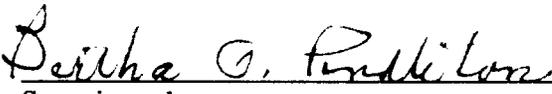
- 1. **District Level.** Monitoring of the implementation of this procedure is the responsibility of the DAC and Consolidated Programs Services.
- 2. **Site Level.** Monitoring of the implementation of this procedure is the responsibility of the SSC/SAC.

E. **FORMS AND AUXILIARY REFERENCES**

F. **REPORTS AND RECORDS**

G. **APPROVED BY**

  
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Assistant Superintendent  
Planning, Assessment, and Accountability

  
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Superintendent