

ADMINISTRATIVE CIRCULAR NO. 18
Office of School Support Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 6, 2013

To: Principals at Title I Schools, School Site Council (SSC) Chairpersons,
Area Superintendents

Subject: 2013-14 SITE TITLE I PARENT INVOLVEMENT POLICY
AND HOME/SCHOOL COMPACT; DISTRICT PARENT
INVOLVEMENT POLICY AND GUIDELINES FOR
IMPLEMENTATION

**Department and/or
Persons Concerned:** Principals at Title I Schools and SSC Chairpersons

Due Date: **November 1, 2013**

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) Hold the annual site Title I meeting informing parents of the Title I program by **November 1, 2013**.
- 2) Develop or revise the site Title I Parent Involvement Policy and site Home/School Compact and distribute to parents **no later than November 1, 2013**. Maintain a copy of each document with the school's Single Plan for Student Achievement (SPSA).
- 3) Distribute the district *Parent Involvement Policy with Guidelines for Implementation* to parents. File a copy of the Policy with the distribution date in the School Site Council Handbook.
- 4) Submit *Annual Requirements for Title I Schools Verification Form* to the Monitoring and Accountability Reporting Department by **November 1, 2013**.

Attachment 1 Checklist for Title I Schools for 2013-14

Attachment 2 Annual Title I Parent Meeting Planning Agenda

Attachment 3 Annual Title I Parent Meeting Sample Agenda

Attachment 4 Annual Title I Parent Meeting PowerPoint

Attachment 5 Sample Site Title I Parent Involvement Policy

Attachment 6 Home/School Compact Template

Attachment 7 District Parent Involvement Policy and *Guidelines for Implementation*

Attachment 8 Annual Requirements for Title I Schools Verification Form

Attachment 9 School Site Council Training: Legal Responsibilities and Best Practices

Attachment 10 Monitoring and Accountability Reporting Department 2013-14 Contact List

Attachment 11 List of Title I Schools for 2013-14

Brief Explanation:

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 district Parent Involvement Policy, and establishing and maintaining a School Site Council to oversee the Single Plan for Student Achievement. Attachment 1 is a checklist of requirements for Title I Schools for 2013-14.

Annual Title I Parent Meeting:

Title I schools **are required** to hold an annual meeting to inform parents of their school's participation in Title I programs; to explain Title I program requirements and the rights of parents to be involved in those programs; and to review the school's student achievement data to determine if Title I services are effective in meeting goals for student proficiency in state standards. The meeting must be scheduled early in the school year at a time and place convenient to parents. Attachment 2 describes in detail the requirements for this meeting.

Attachment 3 is a sample agenda for the Title I parent meeting; it provides information regarding Title I that should be shared with parents. Attachment 4 is a PowerPoint presentation that may be downloaded and personalized for use at individual school sites.

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. The policy must address the following four elements:

1. Policy involvement, including information about the annual Title I meeting, other meetings to provide opportunities for parent involvement, and the process for providing parents timely information about the school program, curriculum, and assessments.
2. Shared responsibilities for high student academic achievement, including the joint development of a home/school compact.
3. Building capacity for involvement, including assisting parents with understanding topics related to their child's academic achievement and providing support for parental involvement activities.
4. Accessibility, including providing opportunities for participation by parents with limited English proficiency, parents with disabilities, and migratory parents.

Home/School Compact:

The Home/School Compact is part of the school's Parent Involvement Policy and must outline how parents, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents will develop and maintain a partnership to help children achieve California's high standards. Title I requires that the Home/School Compact identifies how the school will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards.
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their children's classes, and to observe classroom activities.

Your site 2013-14 Home/School Compact must be distributed to parents by November 1, 2013.

The school's Title I Parent Involvement Policy and Home/School Compact must be added to the school's Single Plan for Student Achievement (SPSA). 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 Monitoring and Accountability Reporting Department. A sample Title I Parent Involvement Policy (Attachment 5) and a Home/School Compact template (Attachment 6) are included with the intent that schools will customize them to meet the needs of their staffs, parents, and student populations.

District Parent Involvement Policy and Guidelines for Implementation:

Each district or Local Education Agency (LEA) receiving Title I funds must have a written district Parent Involvement policy as defined by Title I law and Ed Code §§ 11502, 11503, 11504, and 11506. The district and parents have jointly developed and agreed upon a written district *Parent Involvement Policy and Guidelines for Implementation* (Attachment 7), which was approved by the Board of Education on October 25, 2005, and revised in June 2013.

The district *Parent Involvement Policy* establishes the district's expectations for parental involvement; the accompanying *Guidelines for Implementation* describe how the district will implement a number of specific parental involvement activities. All schools must distribute a copy of the district *Parent Involvement Policy* and the *Guidelines for Implementation* to parents **no later than November 1, 2013**, and a copy must be maintained at the site in the School Site Council binder.

The district *Parent Involvement Policy and Guidelines for Implementation* is posted on the district webpage in English, Spanish, and Tagalog at <http://www.sandi.net/page/3194>.

The Annual Requirements for the Title I Schools Verification Form (Attachment 8) must be completed and submitted to the Monitoring and Accountability Reporting Department by **November 1, 2013**, to document that the annual Title I meeting has been held, and that the site Title I Parent Involvement Policy, site Home/School Compact, and district Parent Involvement Policy have been distributed to parents in English as well as in parents' primary language(s) as required under Education Code Section 48985.


Training:

For the 2013-14 school year, the Monitoring and Accountability Reporting Department will review Title I requirements during its annual School Site Council training. Attachment 9 provides training dates and times. Spanish translation and child care services will be provided.

If you have any questions or concerns regarding these requirements, please call your designated Monitoring and Accountability Reporting Resource Teacher (Attachment 10) or the Monitoring and Accountability Reporting Department at (619) 725-5609.

Vikki Henton
Program Manager
Monitoring and Accountability Reporting

APPROVED:



Nellie Meyer
Deputy Superintendent
School Support Services

Attachments (11)

Distribution: Lists B, D, E, F



San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting Department

CHECKLIST FOR TITLE I SCHOOLS FOR 2013-14

The following tasks must be completed by November 1, 2013

- Conduct the annual Title I Parent Meeting.
- Conduct SSC elections for 2013-14.
- Review and revise as needed the SSC Bylaws.
- Review and revise as needed the site Title I Parent Involvement Policy and distribute to parents.
- Review and revise as needed the site Home/School Compact and distribute to parents.
- Distribute the district Title I Parent Involvement Policy to parents.

Submit these documents by November 1, 2013

Send Original Documents to: Monitoring and Accountability Reporting Department
Education Center – Room 3126
4100 Normal Street

- Annual Requirements for Title I Schools Verification Form
- 2013-14 SSC Roster (must have **original signatures** of principal and SSC Chair)

Electronic Documents email to: planning@sandi.net

- 2013-14 SSC Bylaws

Evidence of the above is to be filed in the School Site Council binder



San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting Department

**THE ANNUAL TITLE I PARENT MEETING
PLANNING AGENDA**

WHEN

- ✚ Held early in the school year

WHERE

- ✚ Held at a time and place convenient to parents

WHY

- ✚ To inform parents of the purpose of Title I.
- ✚ To share the Title I program at the school.
- ✚ To review the school's achievement data to determine if Title I services are effective in meeting goals for student proficiency in state standards.
- ✚ To inform parents of their rights under Title I.
- ✚ To give Title I parents an opportunity to:
 - Share their student needs from their perspective.
 - Ask for their own meetings and trainings.
 - Review the results of an annual parent involvement effectiveness survey.
 - Review the parent involvement plan in the Single Plan for Student Achievement (SPSA).
 - Review/modify the site Title I Parent Involvement Policy and Home/School Compact.

How

- ✚ Parents are notified in a timely way.
- ✚ Parents are notified in a language and format they understand.
- ✚ Title I parents are provided with child care and refreshments as necessary and allowable under law.
- ✚ The meeting is open to the public. Post agenda 72 hours in advance of the meeting.
- ✚ The meeting can be held on Back-to-School Night, Open House, or at PTA meetings.
- ✚ The meeting can be held on the same dates as GATE, ELAC, or SSC informational meetings, just not at the same time.

WHO

- ✚ All Title I schools are schoolwide programs so all parents of Title I schools are invited.
- ✚ The principal is responsible for arranging the meeting.
- ✚ Title I parents assist in developing the agenda.



San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting Department

[ENTER SCHOOL NAME]

**ANNUAL TITLE I PARENT MEETING
SAMPLE AGENDA**

I. The Title I Program:

Title I is a K-12 program that provides additional academic support and learning opportunities for students at schools with high percentages of socioeconomically disadvantaged children. The program is intended to help ensure that all students meet challenging state academic standards. The goal of Title I is to provide direct instructional support to students and professional development for teachers, in addition to promoting parent education and involvement.

II. Parent Rights under Title I law, parents have the right to:

- ask for their own meetings and trainings;
- review the results of an annual parent involvement effectiveness survey;
- review the school's achievement data to determine if Title I services are effective in meeting the goals for student proficiency in state standards;
- review the parent involvement plan in the Single Plan for Student Achievement (SPSA);
- review and modify the site Title I Parent Involvement Policy and Home/School Compact;

III. Parent Involvement at Our School:

The School Site Council (SSC) provides parents with the opportunity to be involved in the academic program of the school. The SSC develops, monitors, and evaluates the Single Plan for Student Achievement; implement programs and services that support students.

(Describe other opportunities for parent involvement at your site, such as PTA/PTO, a school foundation, parent meetings and trainings, a Parent Center on your campus, etc.)

IV. School Achievement Data:

Schools analyze the California Standards Test (CST) and the California English Language Development Test (CELDT), and review schoolwide performance data, including Adequate Yearly Progress (AYP) and Academic Performance Index (API). They use the data to align the curriculum to state and district academic standards. Schools adjust instructional practices based on the findings of the assessment data.

(Provide parents with the most current data, and explain how the data were used to develop the goals and strategies in the Single Plan for Student Achievement.)

V. Single Plan for Student Achievement:

Parents should receive information about the school's curriculum, specifically the English/Language Arts and math programs, and the assessments used to measure student progress in those programs.

(Discuss the goals and planned strategies of the school site plan.)

VI. Title I Expenditures:

Schools are allocated Title I funds based upon the percentage of students receiving free or reduced-price lunch. Schools in the San Diego Unified School District receive Title I funds if 40 percent or more of the student population is eligible for the free or reduced-price lunch program. Schools in the San Diego Unified School District are ranked according to this percentage, and receive a certain amount of money per student. Title I funds must supplement, not supplant, district funding. One percent of that amount is allocated for parent involvement. Schools in Program Improvement must allocate a minimum of 10 percent of their Title I funds for professional development.

(Describe the Title I budget, the expenditures that have been allocated for the 2013-14 school year, and how the funds support increased student achievement.)

VII. Title I Parent Involvement Policy:

The Title I Parent Involvement Policy communicates how the school will involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the Title I program at the school.

(Review your current Title I Parent Involvement Policy, how it was developed, and how it is reviewed and revised as needed on an annual basis.)

VIII. Title I Home/School Compact:

The Title I Home/School Compact describes the responsibilities of the school, the parent, and the student for improved student achievement.

(Review your current Home/School Compact, how it was developed, and how it is reviewed and revised as needed on an annual basis.)



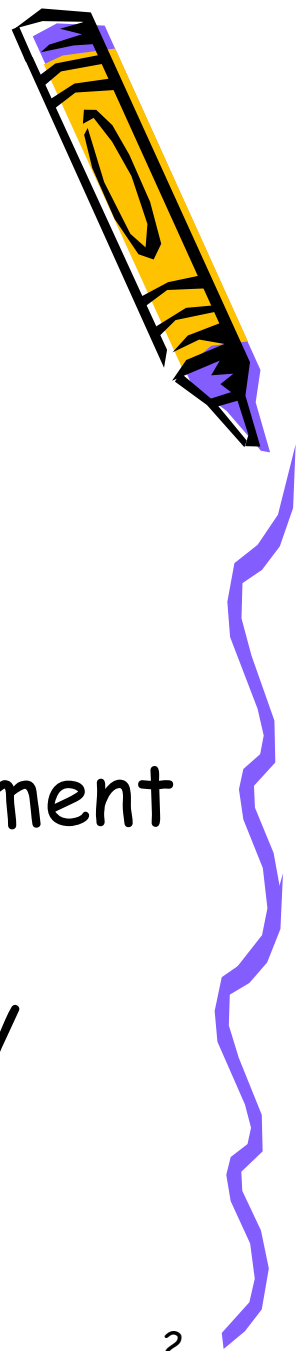
Annual Title 1 Parent Meeting

2013-14

San Diego Unified School District

Agenda

- What is Title I?
- Parent Rights under Title I
- Parent Involvement
- School Achievement Data
- Single Plan for Student Achievement
- Title I Funds
- Title I Parent Involvement Policy
- Home/School Compact



What is Title I?

Title I is a K-12 program that provides additional academic support and learning opportunities for students at schools with high percentages of socioeconomically disadvantaged children

The program is intended to help ensure that all students meet state academic standards.





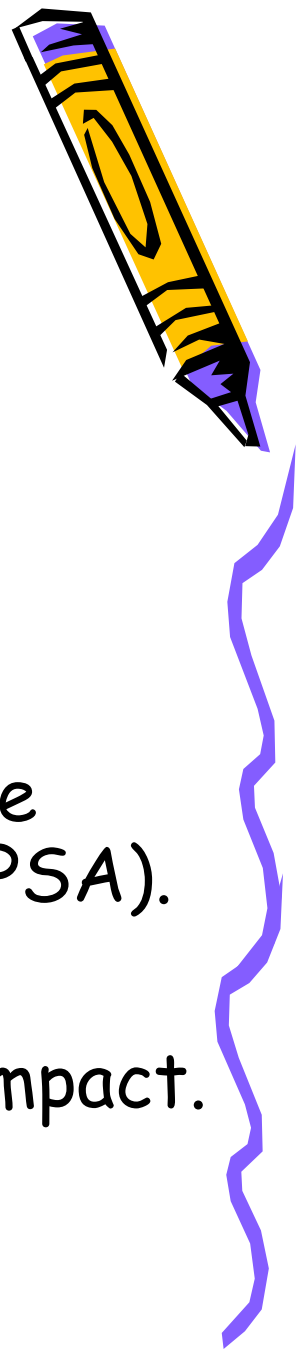
Goals of Title I

- Increase academic achievement
- Provide direct instructional support to students.
- Provide professional development for teachers.
- Promote parent education and involvement.



Parent Rights

- Ask for meetings and trainings.
- Review the results of annual parent involvement effectiveness survey.
- Review the school's achievement data.
- Review the parent involvement plan in the Single Plan for Student Achievement (SPSA).
- Review and modify the Title I Parent Involvement Policy and Home/School Compact.



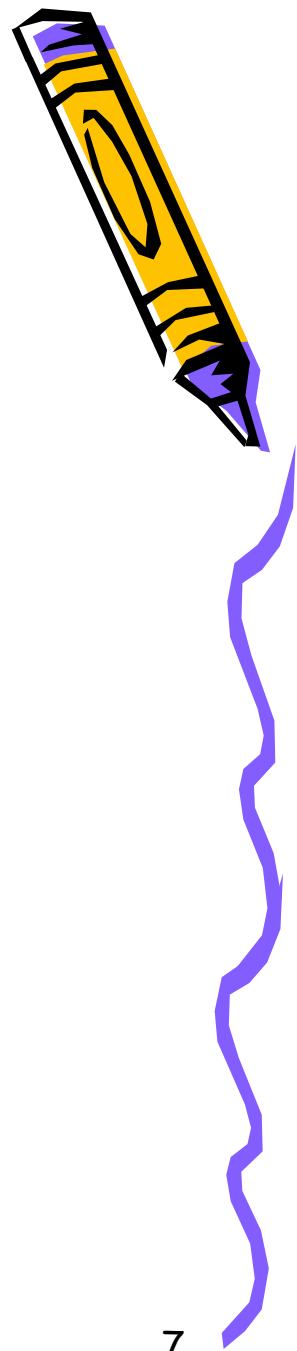
Parent Involvement

The School Site Council (SSC) provides parents with an opportunity to be involved in the academic program of the school. The SSC develops, monitors, and evaluates the Single Plan for Student Achievement (SPSA) to implement programs and services that support students.



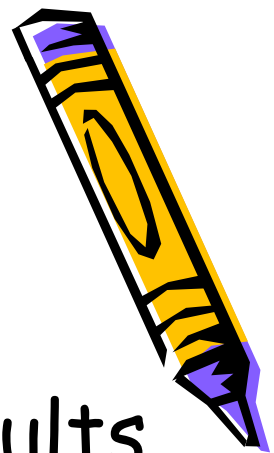
Parent Involvement at Our School

*Describe parent involvement
activities at your school.*



School Achievement Data

- Schools analyze CST and CELDT results and review AYP and API status.
- Schools use the data to align curriculum to state and district academic standards.
- Schools adjust instructional practices based on the findings of the assessment data.



Our School Performance Data

Provide parents with the most current data and explain how the data were used to develop the goals and strategies in the Single Plan for Student Achievement (SPSA).



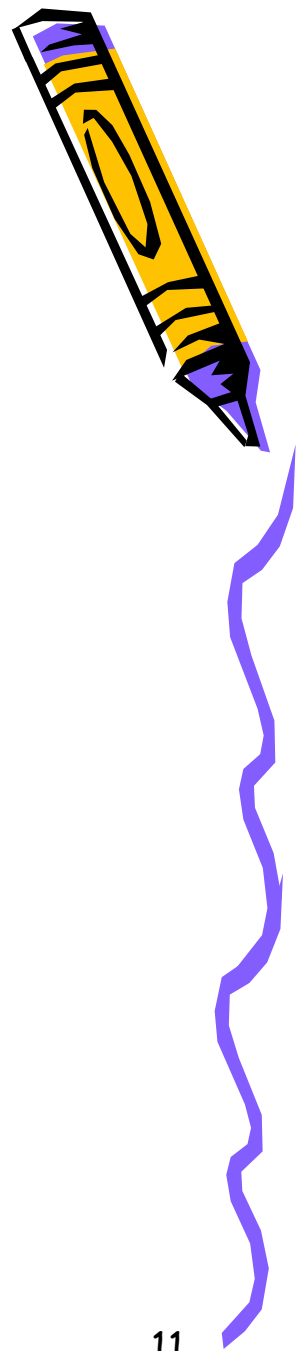
Single Plan for Students Achievement or SPSA

- Parents are informed about the school's curriculum in English/ Language Arts and Math, as well as other core subjects.
- Parents also receive information about the assessments used to measure student progress in these academic areas.



Single Plan for Student Achievement

*Discuss the goals
and planned strategies
of the school site plan.*



Title I Funds

[Federal Funds]

- Allocated on basis of number of students eligible for free/reduced lunch. Schools receive Title I funds if 40% or more of students are eligible for free/reduced lunch.



Title I Funds

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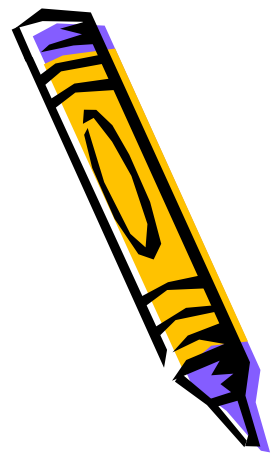
[Federal Funds]

- Schools in SDUSD are ranked according to this percentage, and schools receive a certain amount of money per student.



Title I Funds

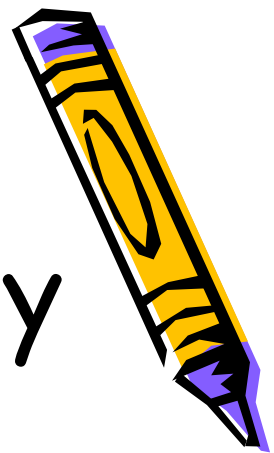
continued
[Federal Funds]



- One percent of a school's total Title I budget is for parent involvement activities.
- Schools in Program Improvement must set aside a minimum of 10% for professional development.
- Funds must supplement, not supplant, district funds.



The Title I Parent Involvement Policy



Every Title I school, in collaboration with parents, MUST prepare a site level parent involvement policy.

The Parent Involvement Policy describes how the school will involve the parents in an organized, ongoing, and timely way the planning, review, and improvement of the Title I program at their school.



Our Title I Parent Involvement Policy

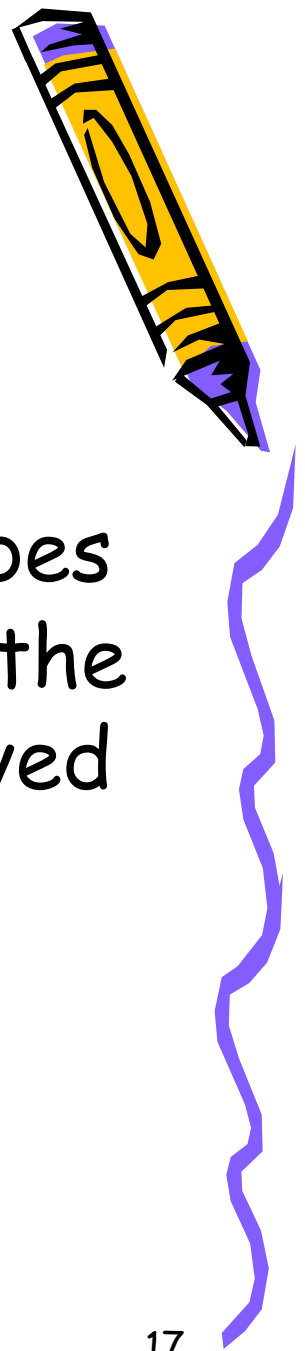
Provide copies of the school's Title I Parent Involvement Policy and invite input from parents.

Describe how the Policy is distributed to parents each year.



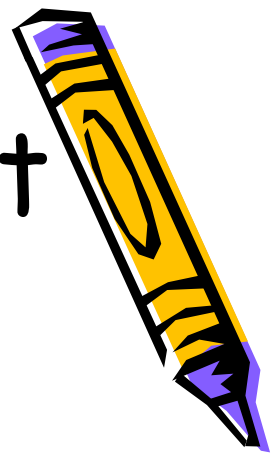
The Home/School Compact

The Home/School Compact describes the responsibilities of the school, the parent, and the student for improved student achievement.



The Home/School Compact

continued

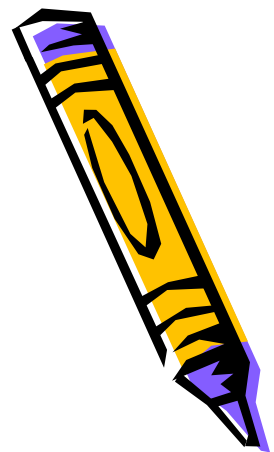


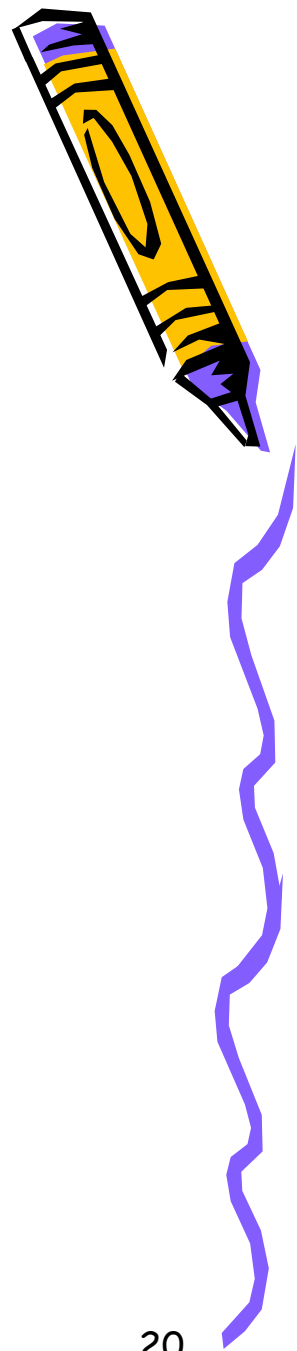
- Developed in collaboration among parents, teachers and students.
- Updated periodically.
- ESEA recommends that compacts be standards-based.
- Distributed with site Title I Parent Involvement Policy.



Our Home/School Compact

Review your current Home/School Compact, how it was developed, how it is reviewed and revised as needed, and how and when it is distributed to parents.





Questions and Answers

*Provide time for
questions and answers
from parents.*





San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting 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.

- ***[Your School Name goes here]*** will provide a flexible number of meetings to allow for parent involvement. These monthly meetings will be scheduled by the school in a variety of language groups. Topics covered during the meetings will include:
 - Improving communication between the school and home.
 - Discussing current student assessment data and student progress.
 - Providing information about school and district resources for student academic improvement.
 - Evaluating the effectiveness of the school's parent involvement policy to increase parent participation in Title I activities.
 - Conferencing with teachers.
 - Providing training programs to help parents support and work with their children at home and at school.
 - Advocating for teachers and parents.
 - Valuing cultural diversity.
- Parental input from the parent meetings and training sessions will be shared with the School Site Council (SSC) to provide an organized, ongoing, timely way of involving parents in the planning, review, and improvement of the program.
- The schoolwide parent newsletter is sent home informing parent/community of all meetings of interest. For special meetings, targeted language groups receive notice in their language. The parent center is used to advertise parent meetings and training sessions offered at ***[Name of School]***, at the District Advisory Council's Harold J. Ballard Parent Center, and throughout the district. Every attempt is made to communicate with parents in their primary language.
- During parent meetings, opportunities will be offered for the formulation of parental suggestions. Responses to their suggestions will be reviewed in a timely fashion, if possible, by the next scheduled meeting. Topics that are appropriate for SSC review/action will be placed on the agenda for the next regularly scheduled meeting by the school administration.
- Parents are notified annually of individual student assessment results by the Assessment Services Department. An explanation of the information is available in several languages.

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



San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting Department

[NAME OF SCHOOL]

HOME/SCHOOL COMPACT
(This is provided only as an example)

[name of school] and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards.

This Home/School Compact is in effect during school year _____.

REQUIRED HOME/SCHOOL COMPACT PROVISIONS
(This is provided only as an example)

SCHOOL RESPONSIBILITIES

The **[enter name of school]** will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards as follows:
(Describe how the school will provide high-quality curriculum and instruction, and do so in a supportive and effective learning environment.)
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
(Describe when the parent-teacher conferences will be held.)
3. Provide parents with frequent reports on their child's progress.
(Describe when and how the school will provide reports to parents.)
4. Provide parents reasonable access to staff.
(Describe when, where, and how staff will be available for consultation with parents.)
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
(Describe when and how parents may volunteer, participate, and observe classroom activities.)

PARENT RESPONSIBILITIES

We, as parents, will support our child's learning by:

(Describe the ways in which parents will support their children's learning.)

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring the amount of television my child watches.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on advisory groups, such as the School Site Council, the District Advisory Council for Compensatory Education, the English Learner Advisory Committee, or other school advisory groups.

Optional additional provisions

(This is provided only as an example)

STUDENT RESPONSIBILITIES *(revise as appropriate to grade level)*

We, as students, will share the responsibility to improve our academic achievement and achieve California's high standards:

(Describe the ways in which students will support their academic achievement.)

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Please note that signatures are not required.

This sample Home/School Compact is NOT an official document.

(This is provided only as an example.)



San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting

***Title I Parent Involvement Policy
and Guidelines for Implementation***

In order to assure collaborative partnerships among Title I and Compensatory Education Programs, schools, parents, and the community, the board, working through the administration, is committed to:

1. Involving parents/guardians in the joint development of the district's Title I and Compensatory Education Programs plans, and the process of school review and improvement.

The district's appropriate departments will:

- a. Involve parents in the development or revision of the Local Education Agency (LEA) Plan. Parents will participate on LEA plan committees. Timeline: October and November.
- b. Involve parents in the Quarterly and Annual Evaluation of the district's LEA Plan, through the District Advisory Council (DAC) for Compensatory Education.
- c. Inform parents and DAC representatives about each school's progress in meeting all accountability measures (such as Adequate Yearly Progress and Academic Performance Index) using school's benchmark data and other information from local Board of Education (BOE) reports, the district's website, and reports posted on the DAC webpage.
- d. Provide school sites with training materials to train new School Site Council (SSC) and English Learner Advisory Committee (ELAC) members.
- e. Gather input from the community and parents at school cluster meetings.
- f. Involve parents and the School Site Councils in planning the annual mandatory Title I Parent meeting. Timeline: Involve parents in a planning meeting in September; annual mandatory school site Title I Parent meeting in October.
- g. Inform parents and the community when the School Accountability Report Cards are available and the school site Title I Parent meetings are held.

2. Providing the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

The district's appropriate departments will:

- a. Provide centralized and school-site trainings on strategies to link family engagement to improving student outcomes through the Harold J. Ballard Parent Center.

Title I PIP/Guidelines for Implementation
District Policy (continued)

- b. Provide interpretation services and translation of materials, as appropriate, at parent/community meetings for parents who have limited English Proficiency through the Translation Office.
 - c. Make available website down-loadable, “do it yourself” staff development to link family engagement to student learning to boost student achievement (includes agendas, PowerPoint’s, and handouts) provided by the Parent Outreach and Engagement Department.
 - d. Make available website down-loadable “do it yourself” parent workshops on a variety of topics (includes agendas, PowerPoint’s, handouts, etc.) to provide families tools linked to student learning provided by the Parent Outreach and Engagement Department.
 - e. Provide links to websites offering current research, promising practices, resources, and information on ways to boost student achievement by implementing strategic parent and community involvement provided on the Monitoring and Accountability Reporting and Parent Outreach and Engagement webpages.
 - f. Provide centralized training to School Site Councils and English Learner Advisory Committees to learn how to conduct effective meetings; to interpret data in order to implement effective family engagement linked to student learning through the Monitoring and Accountability Reporting Department.
 - g. Provide technical assistance to revitalize home school compacts moving from a routine requirement to a powerful tool to communicate with families about student progress and to bridge classroom and home activities to support learning through Parent Outreach and Engagement Department.
 - h. Provide training to volunteer coordinators with specific strategies, resources, and promising practices for recruiting and connecting families to schools and strengthening the home-school partnership through Community Relations Partnership Office and Parent Outreach and Engagement Department.
 - i. Provide Parent Volunteer Coordinator Training through the Community Relations Partnerships Office.
 - j. Assist schools with the implementation of the Family Friendly Schools strategies to help staff provide and sustain culturally responsive and inclusive schoolwide practices such as family friendly classrooms, parent centers, events, and front offices.
- Provide staff training and/or materials for developing effective parent involvement activities to improve student academic achievement through Race and Human Relations and Parent Outreach and Engagement Departments.

Title I PIP/Guidelines for Implementation
District Policy (continued)

3. Building the capacity of schools, staffs, and parents/guardians for strong, effective, and ongoing parent involvement in the education of their children to improve student achievement.

The district's appropriate departments will:

- a. Provide leadership classes to help parents assume leadership roles at schools and to work as equal partners in the development and implementation of the Single Plan for Student Achievement (SPSA) through the Monitoring and Accountability Reporting and Parent Outreach and Engagement Departments.
- b. Provide various trainings to help parents interpret student data in order to plan and construct their school's Single Plan for Student Achievement and/or LEA Plan through Monitoring and Accountability Reporting Department.
- c. Provide San Diego Parent University (daytime) classes and Journey to Academic Success (evenings and weekends) classes at the Harold J. Ballard Parent Center, at school sites, and community locations to connect family engagement to student learning.
- d. Train school staff how to design and conduct workshops, including literacy, math and parenting classes so schools can offer their own site-specific workshop for parents through Parent Outreach and Engagement.
- e. Provide training for District Advisory Council (DAC) members on all Title I and Compensatory Education matters at the monthly meetings through Monitoring and Accountability Reporting Department.
- f. Provide opportunities for administrators to receive information and training on how to implement effective parent involvement programs at schools through Parent Outreach and Engagement.
- g. Assist schools, as budget allows, with hiring a Parent Academic Liaison (certificated teacher) to develop programmatic structures in order to establish and sustain high levels of parent involvement to support and increase student achievement through Parent Outreach and Engagement.
- h. Work with community agencies and nonprofit groups to provide community educational forums, events, and other activities to engage families through Parent Outreach and Engagement.
- i. Provide school sites materials to train new SSC and ELAC members how to be effective members of a team and understand the legal requirements and responsibilities of each committee through Monitoring and Accountability Reporting Department.

Title I PIP/Guidelines for Implementation
District Policy (continued)

4. Coordinating and integrating Title I parent involvement strategies with parent involvement strategies under various programs.

The district's appropriate departments will:

- a. Encourage district and community programs to collaborate in order to provide the most effective services to families and avoid duplication of services.
- b. Work jointly with the California Parent Information Resource Centers (CPIRC) and utilize their services and material as needed to improve services to families through the Harold J. Ballard Parent Center
- c. Make available and/or distribute information about the California Department of Education's Clearinghouse for Multilingual documents so Title I schools can locate, access, and share parental notification documents that have been translated into languages other than English.
- d. Work collaboratively with the Parent Outreach and Engagement Department and Office of Language Acquisition to coordinate parent involvement services.
- e. Work collaboratively with the Parent Outreach and Engagement Department and Early Childhood Development Departments to coordinate parent involvement services.
- f. Work collaboratively with the Community Relations Volunteer Department and Parent Outreach and Engagement Department to organize specific academic volunteer activities.
- g. Work collaboratively with Gifted and Talented Education (GATE) to coordinate parent involvement services.
- h. Work collaboratively with the Special Education Department to coordinate parent involvement services.

5. Conducting, with parent/guardian involvement, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served by Title I and Compensatory Education Programs, including:

- Identifying and overcoming barriers to greater participation by parents/guardians in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, and are of any racial or ethnic minority background.
- Using evaluation findings to design strategies for more effective parent involvement.
- If necessary, revising the district and school parent involvement policies.

Title I PIP/Guidelines for Implementation
District Policy (continued)

The district's appropriate departments will:

- a. Collaborate with parents in planning the annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of Title I schools. Provide translation services, as appropriate, at parent/community meetings.
- b. Participate in the annual evaluation of the district Parent Involvement Policy; coordinate the collection and reporting of all district advisory group evaluations by the District Advisory Council (DAC) for Compensatory Education Programs. Participate in the revision of the district Parent Involvement Policy, as needed, according to evaluation results.
- c. Conduct a review by the District Advisory Council (DAC) for Compensatory Education programs in the district's Consolidated Application with input for budget consideration.
- d. Ensure meaningful two-way communication regarding the annual evaluation is provided in a timely and regular basis at both the school site and district level, as outlined in District Procedures 9060 and 9062.

6. Involving parents/guardians in the activities/strategies of schools served by Title I and Compensatory Education Programs.

The district's appropriate departments will ensure:

- a. The appropriate allocation for program improvement activities is distributed to school sites and included in the school's SPSA.
- b. Meaningful two-way communication is provided to parents in a timely and regular basis at both the site level and district level, as outlined in district procedures 9060 and 9062.
- c. Parents are notified and provided a variety of opportunities to be involved in their student's education as indicated in each school's Single Plan for Student Achievement and the site Parent Involvement Policy. All Title I schools receive an allocation for parent involvement activities.
- d. Schools conduct an annual survey to identify topics of interest to parents in order to plan family engagement activities that support and are aligned to the goals in the SPSA.
- e. Meetings are conducted at times appropriate to parents to ensure and promote their participation.
- f. Parents are informed when schools are identified as Program Improvement, and advised about the choices/services students are eligible for under the Program Improvement choice option and/or Supplemental Educational Services (SES).



San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting Department

**Annual Requirements for Title I Schools
Verification Form 2013-14**

School Name

1. The Annual Title I Parent Meeting was held on: _____

2. The site Title I Parent Involvement Policy
was distributed to parents on: _____

3. The site Home/School Compact
was distributed to parents on: _____

4. The district Title I Parent Involvement Policy
was distributed to parents on: _____

The undersigned declares under penalty that the foregoing is true and correct.

PRINT Principal's Name

Principal's Signature

**Retain a copy of this document in your SSC (School Site Council) binder
for state and federal auditing purposes.**

Send ORIGINAL document to:
EDUCATION CENTER, 4100 NORMAL STREET
Monitoring and Accountability Reporting Department, ROOM 3126
by NOVEMBER 1, 2013



San Diego Unified School District
Office of Accountability
Monitoring and Accountability Reporting Department

**SCHOOL SITE COUNCIL LEGAL RESPONSIBILITIES
AND BEST PRACTICES**

This one and a half hour workshop is designed to provide Principals and their SSC Chairman attending together to build a foundation necessary to fulfill the Legal Responsibilities and Best Practices inherent in running the school site council. Participants will leave the training with materials they can use at their school sites. Topics include:

- The legal responsibilities of SSC members and the Principal in implementing the Single Plan for Student achievement
- The importance of Current Bylaws to address legal issues
- Meeting Management: Tips for efficient meeting management including parliamentary procedures and essential meeting documents
- Team Building: Developing a cohesive team through consensus

There are six opportunities for you to register for this SSC workshop

DAY OF WEEK	DATE	TIME	ROOM NUMBER	ALL TRAININGS HELD AT THIS LOCATION
Monday	10/14	4:00-5:30 p.m.	Auditorium	Ballard Parent Center 2375 Congress Street San Diego, CA 92110
Tuesday	10/15	4:00-5:30 p.m.	Auditorium	
Thursday	10/17	4:00-5:30 p.m.	Auditorium	
Monday	11/4	4:00-5:30 p.m.	Auditorium	
Tuesday	11/5	4:00-5:30 p.m.	Auditorium	
Wednesday	11/6	4:00-5:30 p.m.	Auditorium	

***Translation and childcare are available.**

Attendance at this TRAINING will give the school access to a site specific training at their school during one of their SSC meetings during the 2013-14 school year

District staff log into Electronic Registration Online
(ERO) at <http://sandi.net/ero> Course Code: SSC1

For additional information contact the
Monitoring and Accountability Reporting (MAR) Department
(619) 725-5609

**Office of Accountability
Monitoring and Accountability Reporting Department
Vikki Henton, Program Manager**

**2013-14
CONTACT INFORMATION**

STAFF ASSIGNMENTS	SCHOOL ASSIGNMENTS
<p align="center">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 align="center">Mary Johnson (619) 725-5611 Email: mjohnson8@sandi.net</p>	<p>All Schools listed in: Areas 4, and 5</p>
<p align="center">Susan Weinshanker (619) 725-5614 Email: sweinshanker@sandi.net</p>	<p>All Schools listed in: Areas 3, and 6</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
Monitoring and Accountability Reporting Department website

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



SAN DIEGO UNIFIED SCHOOL DISTRICT
OFFICE OF ACCOUNTABILITY
MONITORING AND ACCOUNTABILITY REPORTING DEPARTMENT

TITLE I SCHOOLS FOR 2013-14

Area 1 – Dr. Shirley Wilson		
Crawford Cluster	Rolando Park Elementary	Horton Elementary
Carver Elementary	Mann Middle	Johnson Elementary
Clay Elementary	Crawford High	Nye Elementary
Euclid Elementary		Porter Elementary
Fay Elementary	Lincoln Cluster	Valencia Park Elementary
Ibarra Elementary	Baker Elementary	Webster Elementary
Marshall Elementary	Balboa Elementary	Knox Middle
Oak Park Elementary	Chavez Elementary	Millennial Tech
	Chollas/Mead Elementary	Lincoln High
	Encanto Elementary	Total: 24

Area 2 – Lamont Jackson		
Mira Mesa Cluster	Morse Cluster	Bell Middle
Ericson Elementary	Audubon K-8	Morse High
Hage Elementary	Bethune K-8	
Hickman Elementary	Boone Elementary	Atypical Schools
Mason Elementary	Freese Elementary	San Diego MET
Sandburg Elementary	Fulton K-8	SCPA
Walker Elementary	Lee Elementary	
Challenger Middle	Paradise Hills Elementary	Alternative Schools
Wangenheim Middle	Penn Elementary	Garfield High
Mira Mesa High	Perry Elementary	
	Zamarano Elementary	
		Total: 24

Area 3 – Dr. Julie Martel		
Kearny Cluster	Montgomery Middle	Pacific Beach Middle
Angier Elementary	Taft Middle	Mission Bay High
Carson Elementary	Kearny Construction Tech	
Chesterton Elementary	Kearny Digital Media and Design	University City Cluster
Cubberley Elementary	Kearny International Business	Doyle Elementary
Fletcher Elementary	Kearny School of Science Connections and Technology	Spreckels Elementary
Jones Elementary		Standley Middle
Juarez Elementary	Mission Bay Cluster	University City High
Linda Vista Elementary	Barnard Mandarin Magnet	
Ross Elementary	Crown Point Elementary	Atypical Schools
Wegeforth Elementary	Pacific Beach Elementary	iHigh
		Total: 26

TITLE I SCHOOLS FOR 2013-14

Area 4 – Dr. Marian Kim-Phelps		
Clairemont Cluster	Madison Cluster	Henry Cluster
Alcott Elementary	Field Elementary	Foster Elementary
Bay Park Elementary	Hawthorne Elementary	Gage Elementary
Cadman Elementary	Lafayette Elementary	Green Elementary
Toler Elementary	Lindbergh Schweitzer Elementary	Hardy Elementary
Marston Middle	Sequoia Elementary	Lewis Middle
Clairemont High	Whitman Elementary	Pershing Middle
	CPMA Middle	Patrick Henry High
	Innovation Middle	
	Madison High	Atypical Schools
		John Muir K-12
		Longfellow K-8
		Total: 24

Area 5 – Mitzi Merino		
Hoover Cluster	San Diego Cluster	Washington Elementary
Adams Elementary	Birney Elementary	Memorial Prep Middle
Central Elementary	Burbank Elementary	Roosevelt Middle
Cherokee Point Elementary	Emerson/Bandini Elementary	San Diego Business/Leadership
Edison Elementary	Florence Elementary	San Diego International Studies
Franklin Elementary	Garfield Elementary	San Diego Media Visual Performing Arts
Hamilton Elementary	Golden Hill K-8	San Diego Science and Technology
Joyner Elementary	Jefferson Elementary	
Normal Heights Elementary	Kimbrough Elementary	Atypical Schools
Rosa Park Elementary	Logan K-8	Language Academy K-8
Rowan Elementary	McKinley Elementary	
Clark Middle	Perkins K-8	
Wilson Middle	Rodriguez Elementary	
Hoover High	Sherman Elementary	
		Total: 34

Area 6 – Gilbert Gutierrez		
Point Loma Cluster	Serra Cluster	Atypical Schools
Cabrillo Elementary	Hancock Elementary	San Diego Early/Middle College
Dewey Elementary	Miller Elementary	
Loma Portal Elementary	Tierrasanta Elementary	Alternative Schools
Ocean Beach Elementary	Vista Grande Elementary	ALBA
Correia Middle	DePortola Middle	Twain
Dana Middle	Farb Middle	
Point Loma High	Serra High	
		Total: 17

Special Education and Transition Schools - Joe Fulcher, Chief of Student Services		
Home and Hospital	TRACE	Whittier
Riley		
		Total: 4

TOTAL NUMBER OF TITLE I SCHOOLS 153
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