

SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** September 13, 2018

**To:** Principals, School Site Council (SSC) Chairpersons,  
and Area Superintendents

**Subject:** 2018-19 SITE PARENT & FAMILY ENGAGEMENT POLICY  
AND SCHOOL PARENT COMPACT; DISTRICT GUIDELINES  
FOR IMPLEMENTATION OF THE SAN DIEGO UNIFIED  
SCHOOL DISTRICT PARENT INVOLVEMENT POLICY

**Department and/or  
Persons Concerned:** Principals, Area Superintendents, and SSC Chairpersons

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

**Due Date:** **October 26, 2018**

- Action Requested:**
- 1) **Hold** the annual site Title I meeting informing parents of the Title I program by October 26, 2018.
  - 2) **Distribute** the 2018-19 Parent & Family Engagement Policy and School Parent Compact (both Title I and Non-Title I schools) to parents no later than October 26, 2018. Maintain a copy with the school's Single Plan for Student Achievement (SPSA).
  - 3) **Distribute** the San Diego Unified School District Parent and Family Engagement Policy. 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 Financial Planning, Monitoring and Accountability Department by October 26, 2018.
  - 5) **Submit** SSC minutes documenting the approval of the 2018-19 Parent & Family Engagement Policy and the approval of the 2018-19 School Parent Compact to FPMA Resource Teacher by October 26, 2018.

**Attachment 1** SSC Responsibility Checklist for 2018-19

**Attachment 2** Annual Title I Parent Meeting Planning Agenda for 2018-19

**Attachment 3** *Sample* - Annual Title I Parent Meeting Agenda

**Attachment 4** Annual Title I Parent Meeting PowerPoint for 2018-19

**Attachment 5** San Diego Unified School District Parent and Family Engagement Policy  
(Guidelines for Implementation of the San Diego Unified School District Parent  
Involvement Policy)

**Attachment 6a** *Template* - Title I Site Parent & Family Engagement Policy

**Attachment 6b** *Template* - Site Parent & Family Engagement Policy

**Attachment 7a** *Template* – Title I School Parent Compact

- Attachment 7b** *Template* - School Parent Compact  
**Attachment 8** Annual Requirements for Title I Schools Verification Form for 2018-19  
**Attachment 9** Financial Planning, Monitoring & Accountability Contact Information for 2018-19  
**Attachment 10** Title I Schools for 2018-19

**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 & Family Engagement Policy and the School Parent Compact, distributing the San Diego Unified School District Parent and Family Engagement Policy, and establishing and maintaining a School Site Council to oversee the Single Plan for Student Achievement (SPSA).

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 & Family Engagement Policy and School Parent Compact, distributing San Diego Unified School District Parent and Family Engagement Policy, and establishing and maintaining a School Site Council (SSC) to oversee the Single Plan for Student Achievement.

Per San Diego Unified School District Parent and Family Engagement Policy, **all Non-Title I schools** will also develop and **distribute** a Parent & Family Engagement Policy and School Parent Compact.

**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, explain Title I program requirements, inform the rights of parents to be involved in those programs, and 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 1** is a checklist of SSC responsibilities for 2018-19.

**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.

**Parent & Family Engagement Policy:**

All schools must have a written site parent & family engagement policy. School staff and parents must jointly develop and agree on the policy, and the policy must be reviewed on an annual basis. The site Parent & Family Engagement Policy, as incorporated into the SPSA, establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities (**Attachments 6a, 6b, and 7**).

The policy must address the following:

- The policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).
- Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c)

through (f). How are parents notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? How is the policy made available to the local community? How and when is the policy updated periodically to meet the changing needs of parents and the school (ESSA Section 1116[b][1])?

- The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]).
- The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]).
- The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]).
- The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116(c)(4)[A
- The school provides parents of Title I, Part A 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 (ESSA Section 1116[c][4][B]).
- If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116[c][4][C]).
- The school engages Title I, Part A parents in meaningful interactions with the school. The Compact supports a partnership among staff, parents, and the community to improve student academic achievement.
- The school provides Title I, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).
- The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).
- With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).
- The school coordinates and integrates the Title I, Part A 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 (ESSA Section 1116[e][4]).
- The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).
- The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).
- The school provides opportunities for the participation of all Title I, Part A 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 (ESSA Section 1116[f]).

**San Diego Unified School District Parent and Family Engagement Policy:**

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 written San Diego Unified School District Parent and Family Engagement Policy (**Attachment 5**), which was updated by the Board of Education on December 10, 2013.

The District Parent and Family Engagement Policy establishes the district's expectations for parental involvement. All schools must distribute a copy of the District Parent and Family Engagement Policy to parents **no later than October 26, 2018**, and a copy must be maintained at the site in the School Site Council binder. The San Diego Unified School District Parent and Family Engagement Policy is posted on the district webpage in English, Spanish, Tagalog, and Vietnamese 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 Financial Planning, Monitoring and Accountability department by **October 26, 2018** to document that the annual Title I meeting has been held, and that the site Title I Parent & Family Engagement Policy, School Parent Compact, and District Parent and Family Engagement Policy have been distributed to parents in English as well as in parents' primary language(s) if 15 percent or more of the pupils enrolled speak a single primary language other than English as required under Education Code § 48985.

**Training:**

For the 2018-19 school year, the Financial Planning, Monitoring and Accountability department will review Title I requirements during its annual School Site Council training. If you have any questions or concerns regarding these requirements, please contact your designated Financial Planning, Monitoring and Accountability Resource Teacher (**Attachment 9**) or call the Financial Planning, Monitoring and Accountability Department at (619) 725-5605. Additional resources and information can be found at the FPMA website - <http://www.sandi.net/Page/37313>.

Thomas P. Liberto, Director  
Financial Planning, Monitoring and Accountability

APPROVED:



Debbie Foster  
Executive Director  
Financial Planning and Development

TPL:dab

Attachments (12)

Financial Planning and Development  
Financial Planning, Monitoring and Accountability Department

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**SSC RESPONSIBILITIES CHECKLIST**

The suggested timeline and checklist below highlights important dates for managing SSC business.

ACTIVITY	DATES
<input type="checkbox"/> Call for Nominations.	August/September
<input type="checkbox"/> SSC Elections	August/September
<input type="checkbox"/> Conduct Title I Parent Involvement Meeting. <input type="checkbox"/> Distribute: Guidelines for Implementation of the San Diego Unified School District Parent Involvement Policy, Parent & Family Engagement Policy, and Home/School Compact.	September
First SSC Meeting of New SSC Team (agenda items): <input type="checkbox"/> Report election results and introduce new members. <input type="checkbox"/> Review SSC Bylaws, Parent & Family Engagement Policy, and School Parent Compact. <input type="checkbox"/> Review Data and Budget Information.	October    October and Ongoing
Submit SSC <i>Original Document</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Roster with original signatures. Submit SSC Documents <i>Electronically</i> to your FPMA Resource Teacher: <input type="checkbox"/> SSC Bylaws <input type="checkbox"/> Parent & Family Engagement Policy and School Parent Compact <input type="checkbox"/> SSC agenda and minutes documenting election and introductions Submit SSC Documents <i>Originals Only</i> : <input type="checkbox"/> Title I Parent Meeting Verification Form	October 5, 2018    October 26, 2018    October 26, 2018
<input type="checkbox"/> <b>Review Data and Budget Information</b>	<b>Ongoing</b>
<input type="checkbox"/> Conduct Needs Assessments and Surveys to monitor progress.	January/February 2019
<input type="checkbox"/> Develop SPSA and Budget <input type="checkbox"/> Submit to BOE for approval. <input type="checkbox"/> Submit SSC minutes documenting approval of SPSA to FPMA.	January-March 2019 (tentative)
<input type="checkbox"/> Develop and Approve 2019-20 Parent & Family Engagement Policy and School Parent Compact <input type="checkbox"/> Submit Parent & Family Engagement Policy and School Parent Compact electronically to FPMA.	March/April 2019



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

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**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 & Family Engagement 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 parents are invited.
- The principal is responsible for arranging the meeting.
- Title I parents assist in developing the agenda.



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

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[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 & Family Engagement Policy and School Parent 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 (SPSA); 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 and review schoolwide performance data, as well as the English Language Assessments for California (ELPAC) and graduation rates for high schools. They use the data to align the curriculum to state and district academic standards and adjust their 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 (40%) 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 Title I money per student. Title I funds must supplement, not supplant, district funding.

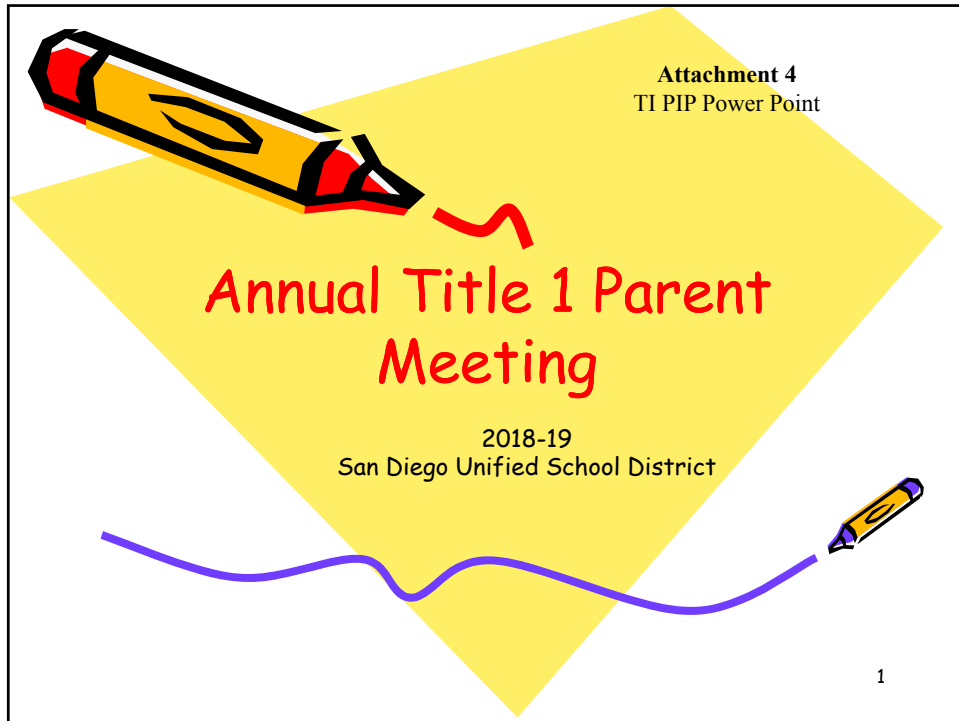
*(Describe the Title I budget, the expenditures that have been allocated for the 2018-19 school year, and how the Title I funds support increased student achievement.)*

**VII. Site Title I Parent and Family Engagement Policy and School Parent Compact:**

The site Title I Parent & Family Engagement 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. The School Parent Compact describes the responsibilities of the school, the parent, and the student for improved student achievement.

*(Review your current Title I Parent & Family Engagement Policy and School Parent Compact, how it was developed, and how it is reviewed and revised as needed on an annual basis.)*





Attachment 4  
TI PIP Power Point

# Annual Title 1 Parent Meeting

2018-19  
San Diego Unified School District

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## Agenda

- What is Title 1?
- Goals of Title 1
- School Achievement Data
- Parent Involvement
- Single Plan for Student Achievement
- Title I Parent & Family Engagement Policy and School Parent Compact
- Title I Funds
- Why is this important?

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## 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 are achieving at the highest levels possible.



3

## Goals of Title I

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



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## 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 site Title I Parent & Family Engagement Policy and School Parent Compact.



Slide 5

## 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.



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## Parent Involvement at Our School

- *School Site Council*
- *School Governance Team*
- *PTO*
- *Classroom Volunteers*

*Describe parent involvement  
activities at your school.*



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## School Achievement Data

- Schools use data to align curriculum to state and district academic standards.
- Schools adjust instructional practices based on the findings of the assessment data.



Slide 8

## 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).*



Slide 9

## Single Plan for Student Achievement or SPSA

- School's plan developed by staff with input from the SSC to ensure all students can learn to the best of their ability.
- Plan is used to address students needs in learning and how to best use Title 1 funding to support all students.



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## Single Plan for Student Achievement

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



Slide 11

## The Site Title I Parent & Family Engagement Policy and School Parent Compact

Every Title I school, in collaboration with parents, **MUST** prepare and distribute a site level Title I Parent & Family Engagement Policy and School Parent Compact by October 26, 2018.



Slide 12

## Our Title I Parent & Family Engagement Policy and School Parent Compact

*The site Title I Parent & Family Engagement Policy describes HOW the school will involve the parents in an organized, ongoing, and timely way as well as the planning, review, and improvement of the Title I program at their school.*

*The School Parent Compact component describes the responsibilities of the school, the parent, and the student for improved student achievement.*

*Provide copies of the school's Title I Parent & Family Engagement Policy and School Parent Compact. Invite input from parents.*

*Describe how the Policy is distributed to parents each year.*



Slide 13

## 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.






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## Title I Funds

continued  
[Federal Funds]

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





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## Title I Funds-Parent Involvement

continued  
[Federal Funds]

- Approximately one percent of a school's total Title I budget is for parent involvement activities.
- Funds must supplement, not supplant, district funds.



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## Why Is This Important?

- More Title 1 funding allows school to pursue a greater number of options for the benefit of the students: nursing, counseling, guidance assistant, software programs, etc.
- Apply online at <https://www.sandiegounified.org/meal-application-and-payment-options>
- Paper applications are available in the office



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## Why Should You Care?

- Parents can potentially increase the Title 1 funding a school receives by filling out a Free & Reduced Lunch application
- Title 1 \$\$\$ benefit all students
- No downside to applying, even if you are denied.



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Thank You!!

Any questions?



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

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***Guidelines for Implementation of the  
San Diego Unified School District Parent Involvement Policy***

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

**1. Involving parents/guardians in the joint development of San Diego Unified’s plans to create quality schools in every neighborhood with a focus on the 12 quality school indicators.**

The district’s appropriate departments will:

- a. Involve parents in the development or revision of the Local Education Agency (LEA) Plan and the Local Control Accountability Plan. Parents will participate on the LCAP and LEA plan committees. Outreach to obtain parent input for this document will be to DAC, DELAC, CAC, GATE DAC, the San Diego Unified Council of PTAs the individual cluster committees, and other stakeholders as appropriate. Timeline: February, March and April.
- b. Involve parents in the Annual Evaluation of the district’s LEA plan and the LCAP, through the District Advisory Council (DAC) for Compensatory Education.
- c. Inform parents individually and through the various parent committees about each school’s progress in meeting all accountability measures (such as Adequate Yearly Progress, Academic Performance Index, and CAHSEE passage rates). This and other data such as school’s benchmark data other information from local Board of Education (BOE) reports, and reports presented at the DAC will be posted on the DAC webpage.
- d. Provide school sites with training, and training materials for School Site Council (SSC) and English Learner Advisory Committee (ELAC) members.
- e. Gather input from the community and parents through the various parent groups such as DAC, DELAC, CAC, GATE DAC, the San Diego Unified Council of PTAs, the individual cluster committees, and other stakeholders as appropriate.
- f. A-school site Title I Parent meeting will occur by the end of October at all sites receiving Title I money as required by federal law. All members of the School Site Council shall be included in the planning of the annual mandatory Title I parent meeting.
- 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 in planning and implementing effective parent involvement activities to improve student academic achievement and school performance across the spectrum of student achievement levels.**

The district's appropriate departments will:

- a. Provide centralized and school-site trainings on strategies to link family engagement to improving student outcomes.
- 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 downloadable, "do it yourself" staff development to link family engagement to student learning to boost student achievement (includes agendas, PowerPoint's, and handouts).
- 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.
- 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.
- 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.
- 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.
- h. 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.
- i. Provide staff training and/or materials for developing effective parent involvement activities to improve student academic achievement.
- j. SSC, ELAC, and other pertinent trainings will be made available on line. The use of online, web based multimedia training will reduce the existence of barriers to parent involvement such as transportation, child care, and other considerations.
- k. All school sites will have a parent center. At a minimum, the parent center will make available to parents access to the sandi.net website with easy access to meeting and training calendars, and school site specific information shall include student textbooks, classroom assignments and syllabi, and volunteer information. The Parent Center will be designed so as to address the needs of the parent population which includes but is not limited to English Learners, Low Income families, and those with disabilities.

**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 and sustain achievement levels.**

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)
- 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 LCAP
- c. Provide classes and trainings that will bolster parent involvement. Classes will be offered at various hours to meet the needs of parents and to reach as many as possible. Classes shall be recorded and posted to sand.net.
- d. Train school staffs how to design and conduct workshops, including literacy, math and parenting classes so schools can offer their own site-specific workshop for parents.
- e. Provide training for District Advisory Council (DAC) members on all Title I and Compensatory Education matters at the monthly meetings.
- f. Provide opportunities for administrators to receive information and training on how to implement effective parent involvement programs at schools.
- g. Work with community agencies and nonprofit groups to provide community educational forums, events, and other activities to engage families.
- h. 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.

**4. Coordinating and integrating 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. Make available and/or distribute information about the California Department of Education's Clearinghouse for Multilingual documents so all SDUSD schools can locate, access, and share parental notification documents that have been translated into languages other than English.
- c. Work collaboratively with the Office of Language Acquisition to coordinate parent involvement services.
- d. Work collaboratively with the Early Childhood Development Departments to coordinate parent involvement services.

- e. Work collaboratively with Gifted and Talented Education (GATE) to coordinate parent involvement services.
- f. 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, 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.

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 all 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.**

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 will 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).
- g. That parent groups will be noticed by the Board Office of Education as agenda items relevant to their group are placed on an agenda-draft or final.



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

*[Name of your School]*  
**TITLE I PARENT & FAMILY ENGAGEMENT POLICY 2018-19**

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 parent & family engagement 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.]*

This policy describes the means for carrying out designated Title I, Part A parent and family engagement requirements pursuant to ESSA Section 1116(c).

Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). How are parents notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand? How is the policy made available to the local community? How and when is the policy updated periodically to meet the changing needs of parents and the school (ESSA Section 1116[b][1])?

Type examples or add bullets here.

To involve parents in the Title I, Part A programs, the following practices have been established:

Type examples or add bullets here.

The school convenes an annual meeting to inform parents about Title I, Part A requirements and about the right of parents to be involved in the Title I, Part A program (ESSA Section 1116[c][1]). Add details about the annual meetings in the box below:

Type examples or add bullets here.

The school offers a flexible number of meetings for Title I, Part A parents, such as meetings in the morning or evening (ESSA Section 1116[c][2]). Add details about the meetings in the box below:

Type examples or add bullets here.

The school involves parents of Title I, Part A students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I, Part A programs and the Title I, Part A parent involvement policy (ESSA Section 1116[c][3]). How does the school involve parents?

Type examples or add bullets here.



The school provides parents of Title I, Part A students with timely information about Title I, Part A programs (ESSA Section 1116(c)(4)[A]). How does the school provide the information?

Type examples or add bullets here.

The school provides parents of Title I, Part A 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 (ESSA Section 1116(c)[4][B]). How does the school provide the information?

Type examples or add bullets here.

If requested by parents of Title I, Part A students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children (ESSA Section 1116(c)[4][C]). How does the school provide the opportunities?

Type examples or add bullets here.

The school engages Title I, Part A parents in meaningful interactions with the school. The Compact 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, Part A parents with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]).

Type examples or add bullets here.

The school provides Title I, Part A parents with materials and training to help them work with their children to improve their children's achievement (ESSA Section 1116[e][2]).

Type examples or add bullets here.

With the assistance of Title I, Part A parents, the school educates staff members in the value of parent contributions, and in how to work with parents as equal partners (ESSA Section 1116[e][3]).

Type examples or add bullets here.

The school coordinates and integrates the Title I, Part A 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 (ESSA Section 1116[e][4]).

Type examples or add bullets here.

The school distributes Information related to school and parent programs, meetings, and other activities to Title I, Part A parents in a format and language that the parents understand (ESSA Section 1116[e][5]).

Type examples or add bullets here.

The school provides support for parental involvement activities requested by Title I, Part A parents (ESSA Section 1116[e][14]).

Type examples or add bullets here.

The school provides opportunities for the participation of all Title I, Part A 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 (ESSA Section 1116[f]).

This policy was adopted by (type name of the school) on (insert date) and will be in effect for the period of (enter time period the policy is in effect here).

The school will distribute the policy to all parents of students participating in the Title I, Part A program on, or before: (add date here).

Typed name of authorized official here.

Signature of authorized official here

Enter date approved.

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EDUCATION JULY 2018**



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

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*[Name of your School]*  
**PARENT & FAMILY ENGAGEMENT POLICY 2018-19**

*[School Name]* has developed a written parent & family engagement policy with input from parents.  
*[Describe how the school developed the policy with parent input.]*

It has distributed the policy to all parents and guardians.  
*[Describe how the school distributes the policy.]*

This policy describes the means for carrying out parent and family engagement requirements pursuant to ESSA Section 1116(c). To involve parents the following practices have been established:

The school convenes an annual meeting to inform parents about the right of parents to be involved in the school program. Add details about the annual meetings in the box below:

Type examples or add bullets here.

The school offers a flexible number of meetings for parents, such as meetings in the morning or evening. Add details about the meetings in the box below:

Type examples or add bullets here.

The school involves parents of students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's programs and the parental involvement policy. How does the school involve parents?

Type examples or add bullets here.

The school provides parents of students with timely information about the schools programs. How does the school provide the information?

Type examples or add bullets here.

The school provides parents 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. How does the school provide the information?

Type examples or add bullets here.

If requested by parents, the school provides opportunities for parents to participate in decisions relating to the education of their children. How does the school provide the opportunities?

Type examples or add bullets here.

*[School Name]* distributes to parents 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.

- 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.

Type examples or add bullets here.

The school provides parents with materials and training to help them work with their children to improve their children's achievement.

Type examples or add bullets here.

The school educates staff members in the value of parent contributions, and in how to work with parents as equal partners.

Type examples or add bullets here.

The school coordinates and integrates 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.

Type examples or add bullets here.

The school distributes information related to school and parent programs, meetings, and other activities to parents in a format and language that the parents understand.

Type examples or add bullets here.

The school provides support for parental involvement activities requested by parents.

Type examples or add bullets here.

The school provides opportunities for the participation of all 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).

This policy was adopted by (type name of the school) on (insert date) and will be in effect for the period of (enter time period the policy is in effect here).

The school will distribute the policy to all parents of students on, or before: (add date here).

Type name of authorized official here.

Signature of Authorized Official here

Type date approved.

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

TEMPLATE



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

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[NAME OF SCHOOL]

## TITLE I SCHOOL PARENT COMPACT

This School Parent Compact is in effect year \_\_\_\_\_.

*[Name of school]* distributes to parents and family members of Title I, Part A students, a school-parent compact (Compact). This 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. This Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. This Compact addresses the following legally required items, as well as other items suggested by parents and family members of students Title I, Part A students:

### REQUIRED SCHOOL PARENT COMPACT PROVISIONS

- The school's responsibility to provide high-quality curriculum and instruction The ways parents and family members will be responsible for supporting their children's learning (ESSA Section 1116[d][1]).
- The importance of ongoing communication between parents and family members, and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents and family members to volunteer and participate in their child's class; and opportunities to observe classroom activities (ESSA Section 1116[d][2]).
- Parent-teacher conferences in elementary schools, at least annually, during which the Compact shall be discussed as it relates to the individual child's achievement (ESSA Section 1116 [d][2][A]).
- Frequent reports to parents and family members on their children's progress (ESSA Section 1116[d][2][B]).
- Reasonable access to staff, opportunities for parents and family members to volunteer and participate in their child's class, and observation of classroom activities (ESSA Section 1116[d][2][C]).

How does the school address this?

Type examples or add bullets here.

The school engages Title I, Part A parents and family members to improve the achievement of their children in meaningful interactions with the school. This Compact supports a partnership among staff, parents and family members, 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, Part A parents and family members with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children (ESSA Section 1116[e][1]) in which ways?

Type examples or add bullets here.

The school provides Title I, Part A parents and family members with materials and training to help them improve the achievement of their children (ESSA Section 1116[e][2]) in which ways?

Type examples or add bullets here.

With the assistance of Title I, Part A parents and family members, the school educates staff members in the value of parent and family member contributions, and how to work with parents and family members as equal partners (ESSA Section 1116[e][3]) in which ways?

Type examples or add bullets here.

The school coordinates and integrates the Title I, Part A parental involvement program with other programs, and conducts other activities, such as resource centers, to encourage and support parents and family members in more fully participating in the education of their children (ESSA Section 1116[e][4]) in which ways?

Type examples or add bullets here.

The school distributes information related to school and parent programs, meetings, and other activities to Title I, Part A parents and family members in a format and language that the parents and family members can understand (ESSA Section 1116[e][5]) in which ways?

Type examples or add bullets here.

The school provides support for parent and family member involvement activities requested by Title I, Part A parents and family members (ESSA Section 1116[e][14]) in which ways?

Type examples or add bullets here.

The school provides opportunities for the participation of all Title I, Part A parents and family members, including those with limited English proficiency, disabilities, and migratory students; and that the information and school reports are provided in a format and language that parents and family members can understand (ESSA Section 1116[f]) in which ways?

Type examples or add bullets here.

This Compact was adopted by the (type name of the school) on (insert date), and will be in effect for the period of (enter time period the Compact is in effect here).

The school will distribute the Compact to all parents and family members of students participating on, or before: (add date here).

Typed name of authorized official here

Signature of authorized Official here

Enter date approved.

TEMPLATE





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

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[NAME OF SCHOOL]

## SCHOOL PARENT COMPACT

This School Parent Compact is in effect year \_\_\_\_\_.

*[Name of school]* distributes to parents and family members a school-parent compact (Compact). This 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. This Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. This Compact addresses the following legally required items, as well as other items suggested by parents and family members of students:

### REQUIRED SCHOOL PARENT COMPACT PROVISIONS

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 child's progress.

Provide parents reasonable access to staff.

Provide reasonable access to staff, opportunities for parents and family members to volunteer and participate in their child's class, and to observe classroom activities.

How does the school address this?

Type examples or add bullets here.

The school engages parents and family members to improve the achievement of their children in meaningful interactions with the school. This Compact supports a partnership among staff, parents and family members, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

The school provides parents and family members with assistance in understanding the state's academic content standards, assessments, and how to monitor and improve the achievement of their children in which ways?

Type examples or add bullets here.

The school provides parents and family members with materials and training to help them improve the achievement of their children in which ways?

Type examples or add bullets here.

With the assistance of parents and family members, the school educates staff members in the value of parent and family member contributions, and how to work with parents and family members as equal partners in which ways?

Type examples or add bullets here.

The school coordinates and integrates parental involvement program with other programs, and conducts other activities, such as resource centers, to encourage and support parents and family members in more fully participating in the education of their children in which ways?

Type examples or add bullets here.

The school distributes information related to school and parent programs, meetings, and other activities to parents and family members in a format and language that the parents and family members can understand in which ways?

Type examples or add bullets here.

The school provides support for parent and family member involvement activities requested by parents and family members in which ways?

Type examples or add bullets here.

The school provides opportunities for the participation of all parents and family members, including those with limited English proficiency, disabilities, and migratory students; and that the information and school reports are provided in a format and language that parents and family members can understand in which ways?

Type examples or add bullets here.

This Compact was adopted by the (type name of the school) on (insert date), and will be in effect for the period of (enter time period the Compact is in effect here).

The school will distribute the Compact to all parents and family members of students participating on, or before: (add date here).

Type signature of authorized official here.

Signature of Authorized Official here

Enter date approved.

TEMPLATE



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

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**Annual Requirements for Title I Schools  
Verification Form 2018-19**

\_\_\_\_\_ *School Name*

1. The Annual Title I Parent Meeting was held on: \_\_\_\_\_
2. The **site** Title I Parent & Family Engagement Policy was approved by the SSC on (document in SSC minutes): \_\_\_\_\_
3. The **site** Title I Parent & Family Engagement Policy was distributed to parents on: \_\_\_\_\_
4. The **site** School Parent Compact was approved by the SSC on (document in SSC minutes): \_\_\_\_\_
5. The **site** School Parent Compact was distributed to parents on: \_\_\_\_\_
6. The **district** Title I Parent & Family Engagement 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, Room 3209  
Financial Planning, Monitoring and Accountability Department  
4100 Normal Street  
**Due by October 26, 2018**

Financial Planning and Development  
**Financial Planning, Monitoring and Accountability Department**  
Thomas Liberto, Director

**2018-19**  
**CONTACT INFORMATION**

STAFF ASSIGNMENTS	SCHOOL ASSIGNMENTS
<p>Darío Gutierrez (619) 725-7785 Email: <a href="mailto:dgutierrez2@sandi.net">dgutierrez2@sandi.net</a></p>	<p>Area 1: All clusters and cluster high schools Area 2: All clusters and cluster high schools Area 3: Kearny cluster and high schools Mission Bay cluster and high school Home Hospital</p>
<p>Mary Johnson (619) 725-5611 Email: <a href="mailto:mjohnson8@sandi.net">mjohnson8@sandi.net</a></p>	<p>Area 3: Hoover cluster and high school Area 4: All clusters and high schools Area 5: All clusters and high schools Alternative/Atypical Schools, Whittier, Riley, TRACE</p>

Eugene Brucker Education Center  
4100 Normal Street, **Room 3209**

Telephone: (619) 725-5605

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>



SAN DIEGO UNIFIED SCHOOL DISTRICT  
FINANCIAL PLANNING AND  
DEVELOPMENT  
**FINANCIAL PLANNING, MONITORING AND ACCOUNTABILITY DEPARTMENT**  
**TITLE I SCHOOLS FOR 2018-19**

Dept #	School	Dept #	School
3	Adams Elementary	93	Encanto Elementary
331	ALBA	217	Ericson Elementary
4	Alcott Elementary	95	Euclid Elementary
7	Angier Elementary	367	Farb Middle
9	Audubon K-8	153	Fay Elementary
11	Baker Elementary	103	Field Elementary
13	Balboa Elementary	105	Fletcher Elementary
302	Bell Middle	107	Florence Elementary
123	Bethune K-8	111	Foster Elementary
31	Birney Elementary	113	Franklin Elementary
33	Boone Elementary	115	Freese Elementary
39	Burbank Elementary	119	Fulton K-8
41	Cabrillo Elementary	121	Gage Elementary
43	Cadman Elementary	124	Garfield Elementary
55	Carson Elementary	361	Garfield High
57	Carver Elementary	128	Golden Hill K-8
59	Central Elementary	135	Hamilton Elementary
303	Challenger Middle	136	Hancock Elementary
60	Chavez Elementary	139	Hardy Elementary
62	Cherokee Point Elementary	141	Hawthorne Elementary
61	Chesterton Elementary	336	Henry High
63	Chollas/Mead Elementary	382	Home & Hosp/Transition Support
332	Clairemont High	338	Hoover High
322	Clark Middle	149	Horton Elementary
65	Clay Elementary	150	Ibarra Elementary
334	Crawford High	343	Innovation Middle
310	Creative Performing & Med Arts	155	Jefferson Elementary
73	Crown Point Elementary	157	Johnson Elementary
75	Cubberley Elementary	159	Jones Elementary
327	De Portola Middle	130	Joyner Elementary
85	Dewey Elementary	161	Juarez Elementary
503	East Village High	3733	Kearny Digital Media & Design
89	Edison Elementary	3736	Kearny Eng, Innov & Design
91	Emerson/Bandini Elementary	3735	Kearny School of College Connections

<b>Dept #</b>	<b>School</b>	<b>Dept #</b>	<b>School</b>
3734	Kearny Science Connections and Tech	500	San Diego Metro Career & Tech
162	Kimbrough Elementary	3753	San Diego Science & Technology
296	Knox Middle	368	San Diego SCPA
167	Lafayette Elementary	253	Sequoia Elementary
170	Language Academy	357	Serra High
311	Lewis Middle	259	Sherman Elementary
3637	Lincoln High	263	Spreckels Elementary
173	Linda Vista Elementary	326	Taft Middle
175	Lindbergh/Schweitzer Elem	274	Tierrasanta Elementary
177	Logan K-8	277	Toler Elementary
181	Longfellow K-8	479	TRACE
346	Madison High	362	Twain High
312	Mann Middle School	283	Valencia Park Elementary
195	Marshall Elementary	284	Vista Grande Elementary
313	Marston Middle	285	Walker Elementary
199	Mason Elementary	328	Wangenheim Middle
330	Memorial Scholars & Athletes	287	Washington Elementary
341	Millennial Tech Middle	289	Webster Elementary
206	Miller Elementary	291	Wegeforth Elementary
349	Mira Mesa High	295	Whitman Elementary
350	Mission Bay High	297	Whittier K-12
316	Montgomery Middle	329	Wilson Middle
352	Morse High	125	Zamorano Elementary
369	Muir K-8		
215	Normal Heights Elementary		
218	Nye Elementary		
223	Oak Park Elementary		
225	Ocean Beach Elementary		
320	Pacific Beach Middle		
171	Pacific View Leadership Elementary		
229	Paradise Hills Elementary		
235	Penn Elementary		
185	Perkins K-8		
237	Perry Elementary		
236	Porter Elementary		
364	Riley/New Dawn		
137	Rodriguez Elementary		
243	Rolando Park Elementary		
324	Roosevelt International Middle		
230	Rosa Parks Elementary		
247	Ross Elementary		
249	Rowan Elementary		
3749	San Diego Bus and Ldrship	<b>Total Number of Title I Schools</b> 135	
3744	San Diego Int'l Studies		