

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 24, 2019

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

**Subject:** 2019-20 SITE PARENT AND 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 25, 2019

- Action Requested:**
- 1) **Hold** the annual site Title I meeting informing parents of the Title I program by October 25, 2019.
  - 2) **Distribute** the 2019-20 Parent and Family Engagement Policy and School Parent Compact (both Title I and Non-Title I schools) to parents no later than October 25, 2019. Maintain a copy with the school's School 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 25, 2019.
  - 5) **Submit** SSC minutes documenting the approval of the 2019-20 Parent and Family Engagement Policy, the approval of the 2019-20 School Parent Compact, and distribution of the Uniform Complaint Procedure to Financial Planning, Monitoring and Accountability (FPMA) Resource Teacher by October 25, 2019.

**Attachment 1** SSC Responsibility Checklist for 2019-20

**Attachment 2** Annual Title I Parent Meeting Planning Agenda for 2019-20

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

**Attachment 4** Annual Title I Parent Meeting PowerPoint for 2019-20

**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) \*\* Other languages available here:  
<https://www.sandiegounified.org/bylaws-and-related-resources>

**Attachment 6a** *Template* - Title I Site Parent and Family Engagement Policy – *English*

**Attachment 6b** *Template* - Title I Site Parent and Family Engagement Policy – *Spanish*

- Attachment 6c** *Template* - Site Parent and Family Engagement Policy – *English*
- Attachment 6d** *Template* - Site Parent and Family Engagement Policy – *Spanish*
- Attachment 7a** *Template* – Title I School Parent Compact – *English*
- Attachment 7b** *Template* – Title I School Parent Compact – *Spanish*
- Attachment 7c** *Template* - School Parent Compact – *English*
- Attachment 7d** *Template* - School Parent Compact – *Spanish*
- Attachment 8** Annual Requirements for Title I Schools Verification Form for 2019-20
- Attachment 9** Financial Planning, Monitoring and Accountability Contact Information for 2019-20
- Attachment 10** Title I Schools for 2019-20

**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 and 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 School 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 and 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 School Plan for Student Achievement.

Pursuant to the San Diego Unified School District Parent and Family Engagement Policy, **all Non-Title I schools** will also develop and **distribute** a Parent and 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 2019-20.

**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 and Family Engagement Policy:**

All schools must have a written site parent and 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 and 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, 7a and 7b**).

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 Parent and Family Engagement Policy establishes the district's expectations for parental involvement. All schools must distribute a copy of the Parent and Family Engagement Policy to parents **no later than October 25, 2019**, 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 25, 2019** to document that the annual Title I meeting has been held, and that the site Title I Parent and Family Engagement Policy, School Parent Compact, and 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 2019-20 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 Liberto, Director  
Financial Planning, Monitoring and Accountability

APPROVED:



Debbie Foster  
Executive Director, Finance Division

TL:bs

Attachments (10)