



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.

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- 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.

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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.

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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.

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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).