

ADMINISTRATIVE CIRCULAR NO. 16
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: August 30, 2005

To: All Principals, School Site Council (SSC) Chairpersons, Assistant Superintendents

Subject: **REVISED (Attachment # 4)** SITE TITLE I PARENT INVOLVEMENT POLICY AND HOME/SCHOOL COMPACT

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

Due Date: November 4, 2005

Reference: Title I Law (PL 107-110, Section 1118 (a2), (b), (c) and (d))

Action Requested:

- 1) Develop or revise a written site Title I Parent Involvement Policy and Home/School Compact.
- 2) Distribute the site Title I Parent Involvement Policy and the Home/School Compact to parents no later than November 4, 2005.
- 3) Include the site Title I Parent Involvement Policy and the Home/School Compact with the school's Single Plan for Student Achievement (SPSA).
- 4) Send an electronic version of the site Title I Parent Involvement Policy and the Home/School Compact to the Planning and Accountability Department at planning@sandi.net by November 4, 2005.

Attachments:

- 1) Sample Site Title I Parent Involvement Policy
- 2) Sample Home/School Compact Template
- 3) Planning and Accountability Department Contact Information 2005-06
- 4) **(REVISED)** List of Title I Schools

Brief Explanation:

Each Title I school must have a written site Parent Involvement Policy and Home/School Compact as defined by Title I law. Schools and parents must jointly develop and agree on a written site Title I Parent Involvement Policy and Home/School Compact and distribute a copy of the policy and compact to parents of participating children by November 4, 2005.

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. Title I requires the Parent Involvement Policy to include the following:

- An annual meeting to inform parents of the Title I Program and its requirements.
- A flexible number of meetings to allow for parental involvement and to provide opportunities for parents to make suggestions and receive timely responses to suggestions.
- An organized, ongoing, and timely way in which to involve parents in the planning, review, and improvement of programs.
- A process for providing parents timely information about the program, individual student assessment results with interpretations, school curriculum, types of assessment, and proficiency levels students are to meet.

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 build and develop a partnership to help children achieve California's high standards. Title I requires the Home/School Compact to identify how the school will:

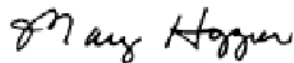
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards.
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will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

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) Notebook. A sample Title I Parent Involvement Policy (Attachment 1) and a sample Home/School Compact (Attachment 2) are included with the intent that schools will customize them to meet the needs of their staff, parents and student population.

For questions concerning this requirement, please call your assigned Planning and Accountability Department Resource Teacher (Attachment 3) at (858) 496-4048.

Linda Dusharme
Program Manager
Planning and Accountability

APPROVED:



Mary Hopper
Chief Administrative Officer

LD:mw

Attachments (4)

Distribution: Lists A, B, D, E, F, and O

SAN DIEGO CITY SCHOOLS

Name of School

TITLE I PARENT INVOLVEMENT POLICY
SAMPLE *

- In the fall, an annual meeting will be held to share with parents the Title I program and its requirements.
- *Name of School* 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 mailed 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 contact parents in the language of the parents.
- 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 Research and Reporting Department and Testing Department. An explanation of the information is available in several languages.

*** This sample Title I Parent Involvement Policy is not an official document. It is provided only as an example.**

SAN DIEGO CITY SCHOOLS

HOME/SCHOOL COMPACT SAMPLE *

_____ (*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)

School Responsibilities

The _____ (*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, such as:]

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring 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)

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, such as:]

- *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. It is provided only as an example.**

San Diego City Schools
Office of School Site Support
Standards, Assessment, and Accountability Division

**Planning and Accountability Department
Contact Information 2005-06**

| Resource Teacher | Contact Information | Learning Community |
|-------------------------|--|---|
| Irene Hightower | 858-496-4057 ihightower@sandi.net | Elementary Schools |
| Terri Reed | 858-496-4056 treed1@sandi.net | Secondary and Atypical/Alternative Schools |
| Peggy Zickert | 858-496-8107 pzickert@sandi.net | Charter Schools Private Schools |

Planning and Accountability Department
Instructional Media Center, Building D
Phone: 858-496-4048
Fax: 858-571-3180

**SAN DIEGO CITY SCHOOLS
TITLE I SCHOOLS FOR 2005-2006
(REVISED)**

| Elementary Schools | | |
|--------------------|----------------------|------------------|
| Adams | Ericson | McKinley |
| Alcott | Euclid | Miller |
| Angier | Field | North Park |
| Audubon | Fletcher | Nye |
| Baker | Florence | Oak Park |
| Balboa | Foster | Ocean Beach |
| Barnard | Franklin | Pacific Beach |
| Bay Park | Freese | Paradise Hills |
| Bayview Terrace | Fulton | Penn |
| Bethune | Garfield | Perkins |
| Birney | Hamilton | Perry |
| Brooklyn | Hancock | Rolando |
| Boone | Hardy | Rosa Parks |
| Burbank | Hawthorne | Ross |
| Cabrillo | Horton | Rowan |
| Cadman | Jackson | Sequoia |
| Carson | Jefferson | Sherman |
| Carver | Johnson | Spreckels |
| Central | Jones | Toler |
| Cesar Chavez | Juarez | Valencia Park |
| Chesterton | Kimbrough | Vista Grande |
| Crown Point | Knox | Walker |
| Chollas/Mead | Lafayette | Washington |
| Clay | Lee | Webster |
| Cubberley | Linda Vista | Wegeforth |
| Dewey | Lindbergh/Schweitzer | Whitman |
| Doyle | Logan | Zamorano |
| Edison | Loma Portal | |
| Emerson/Bandini | Mason | |
| Encanto | Marshall | Total: 87 |

| Middle Level Schools | | |
|-----------------------------------|------------------|------------------|
| Bell | Lewis | Pershing |
| Clark | Mann Exploration | Roosevelt |
| Creative, Performing & Media Arts | Mann Expedition | Taft |
| Correia | Mann Expression | Wangenheim |
| Dana | Marston | Wilson |
| Farb | Montgomery | |
| Kroc | Pacific Beach | Total: 19 |

| Senior High Schools | | |
|---------------------------------|----------------------------------|-------------------------------------|
| Clairemont | Kearny Construction Tech | San Diego Business |
| Crawford CHAMPS | Kearny Digital Media Design | San Diego CIMA |
| Crawford IDEA | Kearny International Business | San Diego International Studies |
| Crawford Law & Business | Kearny Science Connection & Tech | San Diego LEADS |
| Crawford Multimedia Visual Arts | Madison | San Diego Media, Visual & Perf Arts |
| Gompers Secondary | Mission Bay | San Diego Sci Tech |
| Hoover | Morse | Serra |
| | | Total: 21 |

| Atypical Schools | | |
|------------------|------------------|------------------|
| A.L.B.A. | MET | TRACE |
| Garfield High | Muir Alternative | Twain |
| Home & Hospital | Riley Center | |
| Language Academy | S.D.S.C.P.A. | |
| | | Total: 10 |