

**ADMINISTRATIVE CIRCULAR NO. 50**  
Office of the Deputy Superintendent

**SAN DIEGO CITY SCHOOLS**

- Date:** December 13, 2005
- To:** Principals at Title I Schools, School Site Council (SSC)  
Chairpersons, Assistant Superintendents
- Subject:** DISTRICT TITLE I PARENT INVOLVEMENT  
POLICY ADDENDUM
- Department and/or  
Persons Concerned:** Principals at Title I Schools and SSC Chairpersons
- Due Date:** January 31, 2006
- Reference:** Title I Law (PL 107-110, Section 1118 (a2))
- Action Requested:**
- 1) Distribute *Districtwide Parent Involvement Policy* with the *Addendum for Title I Schools* and *Guidelines for Implementation* with Cover Letter to parents no later than January 31, 2006.
  - 2) File supporting documentation of distribution to parents in School Site Council Notebook.
- Attachments:**
- 1) *Districtwide Parent Involvement Policy* and *Addendum to the Parent Involvement Policy for Title I Schools*
  - 2) *Guidelines for Implementation* for the *Addendum to the Parent Involvement Policy for Title I Schools*
  - 3) Cover Letter
  - 4) Planning and Accountability Department Contact Information 2005-06
  - 5) List of Title I Schools

**Brief Explanation:**

Each Local Education Agency (LEA) receiving Title I funds must have a written district parent involvement policy as defined by Title I law. The district and parents have jointly developed and agreed upon a written Title I addendum to the district Parent Involvement Policy (Attachment 1), which was approved by the Board of Education on October 25, 2005.

The district's Addendum to the Parent Involvement Policy for Title I Schools is based on the recognition of the necessity and value of parental involvement in supporting student success and academic achievement. It is predicated upon the goal of maintaining collaborative partnerships among all stakeholders and ensuring that communication channels between schools and parents remain open. The Title I Addendum establishes the district's expectations for parental involvement; the *Guidelines for Implementation* (Attachment 2) describe how the district will implement a number of specific parental involvement activities.

Title I schools must distribute a copy of the Addendum to the Parent Involvement Policy for Title I Schools and the Guidelines for Implementation, along with the Cover Letter (Attachment 3), to parents no later than January 31, 2006. Documentation of when the policy was distributed

to parents must be maintained on site in the School Site Council (SSC) Notebook along with a copy of the Addendum to the Parent Involvement Policy for Title I Schools.

The *Title I Addendum* and *Guidelines for Implementation* have been posted on the district webpage at <http://studata.sandi.net/accountability/DAC/index.asp> in English and Spanish. In addition, Vietnamese, Cambodian, Laotian, and Somali will soon be posted to this website. Links to sites with additional information have also been provided.

For questions concerning this requirement, please call your designated Planning and Accountability Department Resource Teacher (Attachment 4) at (858) 496-4048.

Linda Dusharme  
Director  
Planning and Accountability

APPROVED:



Geno Flores  
Deputy Superintendent

LD:tr

Attachments (5)

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

### **Districtwide Parent Involvement Policy**

The Board of Education recognizes the necessity and value of parent involvement to support student success and academic achievement. The Board also supports the implementation of the Parent Communications and Involvement Standards.

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

- a. Involving parents as partners in school governance including shared decision making.
- b. Establishing effective two-way communication with all parents, respecting the diversity and differing needs of families.
- c. Developing strategies and programmatic structures at schools to empower parents to participate actively in their children's education.
- d. Providing support and coordination for school staff and parents to implement and sustain meaningful parent involvement from kindergarten through grade twelve.
- e. Utilizing schools to connect students and families with community resources that provide educational enrichment and support.

### ***Addendum to the Parent Involvement Policy for Title I Schools***

In order to assure collaborative partnerships among Title I 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 plan, and the process of school review and improvement.
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.
3. Building the capacity of schools and parents/guardians for strong parent involvement.
4. Coordinating and integrating Title I parent involvement strategies with parent involvement strategies under other programs.
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, including:
  - a. Identifying 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, or are of any racial or ethnic minority background.
  - b. Using evaluation findings to design strategies for more effective parent involvement.
  - c. If necessary, revising the district and school parent involvement policies.
6. Involving parents/guardians in the activities of schools served by Title I.

**Addendum to the Parent Involvement Policy for Title I Schools**  
***Guidelines for Implementation***

In order to assure collaborative partnerships among Title I 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 plan, and the process of school review and improvement.**

The district will provide opportunities for parent involvement through:

- a. *Participation in the development or revision of the Local Education Agency (LEA) Plan.*
- b. *Participation in the Annual Evaluation of the LEA Plan, coordinated by District Advisory Council (DAC) for compensatory education programs.*
- c. *Sharing of information through local Board of Education reports on each school's progress in meeting all accountability measures. (Adequate Yearly Progress, Academic Performance Index, District Accountability Agreement)*

**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 will:

- a. *Provide centralized training through the Harold J. Ballard Parent Center.*
- b. *Provide centralized training for School Site Councils and English Learner Advisory Committees through the Planning and Accountability Department.*
- c. *Provide Parent Volunteer Training through the Partnerships Office.*
- d. *Provide staff training and/or materials for developing effective parent involvement activities to improve student academic achievement.*

**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 will:

- a. *Provide leadership training for parents at the Harold J. Ballard Parent Center.*
- b. *Provide training for School Site Council members through the Planning and Accountability Department.*
- c. *Provide Parent University classes for all parents at the Harold J. Ballard Parent Center.*
- d. *Provide training for District Advisory Council (DAC) members on all Title I matters at the monthly meetings.*

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

The district will provide coordination of services between:

- a. *California Community Parent Resource Center (CPRC) and the Harold J. Ballard Parent Center.*
- b. *San Diego City Schools Student Services and the Harold J. Ballard Parent Center.*
- c. *San Diego City Schools Child Development Programs and the Harold J. Ballard Parent Center.*

**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, including:**

- **Identifying 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.**

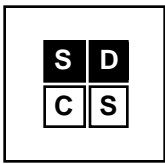
The district will:

- a. *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.*
- c. *Participate in the revision of the district Parent Involvement Policy, as needed, according to evaluation results.*
- d. *Conduct District Advisory Council (DAC) review of programs in the Consolidated Application with input for budget consideration.*

**6. Involving parents/guardians in the activities/strategies of schools served by Title I.**

The district will ensure:

- a. *Meaningful two-way communication on a regular basis at both the site level and district level.*
- b. *All Title I schools receive an allocation for parent involvement activities.*
- c. *Meetings are conducted at times appropriate to parent participation.*



# SAN DIEGO CITY SCHOOLS

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Office of the Deputy Superintendent

January 26, 2006

Dear Parents/Guardians:

Under the federal *No Child Left Behind* (NCLB) legislation, San Diego City Schools must have a Title I Parent Involvement Policy that is developed in collaboration with parents of Title I students. During this past summer, a task group made up of members from the District Advisory Council for Compensatory Education (DAC), working collaboratively with district staff, developed a parent involvement policy, the *Addendum to the Parent Involvement Policy for Title I Schools*. This policy was then adopted by the Board of Education on October 25, 2005.

The policy provides guidelines for a comprehensive Title I parent involvement plan. Also provided are the current district programs that focus on involving parents in strategies to improve student academic achievement and school performance.

Attached is a copy of the *Addendum to the Parent Involvement Policy for Title I Schools*, as well as the *Guidelines for Implementation*. This policy is posted on the DAC website in English, Spanish, Vietnamese, Cambodian, Laotian, and Somali, as well as links to more information. Please visit the DAC webpage at:  
<http://studata.sandi.net/accountability/DAC/index.asp>.

For further information on how to be more involved at the school or district level, please contact your child's school.

Sincerely,

Geno Flores  
Deputy Superintendent

(Copies of this letter are available in English, Spanish, Vietnamese, Cambodian, Laotian, and Somali at <http://studata.net/accountability/DAC/index.asp>.)

San Diego City Schools  
Office of the Deputy Superintendent  
Standards, Assessment, and Accountability Division

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

Contact/Position	Contact Information	School Type
<b>Irene Hightower</b> Resource Teacher	858-496-4057 <a href="mailto:ihightower@sandi.net">ihightower@sandi.net</a>	Elementary Schools
<b>Terri Reed</b> Program Manager	858-496-4048 <a href="mailto:treed1@sandi.net">treed1@sandi.net</a>	Secondary Schools Atypical/Alternative Schools Charter Schools
<b>Peggy Zickert</b> Program Manager	858-496-8107 <a href="mailto:pzickert@sandi.net">pzickert@sandi.net</a>	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**

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

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	<b>Total: 19</b>



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 Med, Visual & Perf Arts
Gompers Secondary	Mission Bay	San Diego Sci Tech
Hoover	Morse	Serra
		<b>Total: 21</b>

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.	
		<b>Total: 10</b>