

Routing: Principals and School Site Council (SSC) Chairpersons	SITE OPERATIONS BULLETIN School Year 2024-2025	BULLETIN NUMBER: 105 DATE: August 20, 2024 DUE DATE: October 11, 2024 October 25, 2024
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Title: 2024-25 SITE PARENT AND FAMILY ENGAGEMENT POLICY AND SCHOOL PARENT COMPACT; DISTRICT GUIDELINES FOR IMPLEMENTATION OF THE SAN DIEGO UNIFIED SCHOOL DISTRICT PARENT INVOLVEMENT POLICY

Issuing Department: Strategic Planning for Student Achievement

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

Action Requested:

- 1) **Hold** the annual site Title I meeting informing parents of the Title I program by October 25, 2024.
- 2) **Distribute** the 2024-25 Parent and Family Engagement Policy (PFEP) and School-Parent Compact (SPC) to parents no later than October 11, 2024.
- 3) **Distribute** the San Diego Unified School District Parent and Family Engagement Policy no later than October 11, 2024
- 4) **Upload** the Annual Requirements for Title I Schools Verification Form to the site’s Google SSC checklist by October 25, 2024.

Summary: Guidelines and instructions for meeting the Parent and Family Engagement Policy requirements.

Brief Explanation:

Schools that receive Title I funds ([Attachment 9](#)) 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 (PFEP), and the School-Parent Compact (SPC), distributing the 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 (SPSA).

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. At this meeting, the site will explain Title I program requirements, inform the parents of their right 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. The Title I Schools Verification Form is to be uploaded to the site's SSC checklist in Google by October 25, 2024 ([Attachment 8](#)).

For additional support, see the Annual Title I Parent Meeting Planning Agenda for 2024-25 ([Attachment 2](#)), a Sample Annual Title I Parent Meeting Agenda ([Attachment 3](#)), and the provided Annual Title I Parent Meeting PowerPoint for 2024-25 ([Attachment 4](#)). Download and personalize the presentation to use at individual school sites.

Parent and Family Engagement Policy:

All schools must have a written site-specific Parent and Family Engagement Policy (PFEP). School staff and parents must jointly develop and agree on the policy, and the policy must be reviewed on an annual basis. The site PFEP, 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. The SPSA Department provides a template for the policy in the site's Google SSC Checklist 2024-25 ([Attachment 8](#)).

School Parent Compact:

All schools must have a written School Parent Compact (SPC). School staff and parents must jointly develop and agree on the compact, and the compact must be reviewed on an annual basis. The SPC as incorporated into the SPSA, outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The SPSA Department provides a template for the policy in the site's Google SSC checklist 2024-25 ([Attachment 8](#)).

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 a written San Diego Unified School District Parent and Family Engagement Policy ([Attachments 5 and 6](#)), last updated by the Board of Education on January 28, 2020.

The SDUSD 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 11, 2024**, and a copy must be maintained at the site in the School Site Council binder.

The Annual Requirements for the Title I Schools Verification Form ([Attachment 7](#)) must be completed and uploaded to the site's Google SSC checklist by October 25, 2024. This form is used to document that the annual Title I meeting has been held and that the required documents were distributed: Title I Parent and Family Engagement Policy, School-Parent Compact, and LEA Parent and Family

Engagement Policy. These three documents need to be 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 2024-25 school year, the SPSA 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 the SPSA Department Resource staff ([Attachment 1](#)) or call the SPSA Department at (619) 725-5605.

For more information about this bulletin, contact:

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Attachment 1	Strategic Planning for Student Achievement Department Contact Information for 2024-25
Attachment 2	Annual Title I Parent Meeting Planning Agenda for 2024-25
Attachment 3	Sample - Annual Title I Parent Meeting Agenda
Attachment 4	Annual Title I Parent Meeting PowerPoint for 2024-25
Attachment 5	Title I LEA Level Parent and Family Engagement Policy
Attachment 6	Title I LEA Level Parent and Family Engagement Policy
Attachment 7	Annual Requirements for Title I Schools Verification Form for 2024-25
Attachment 8	SSC Checklist for 2024-25
Attachment 9	Title I Schools for 2024-25